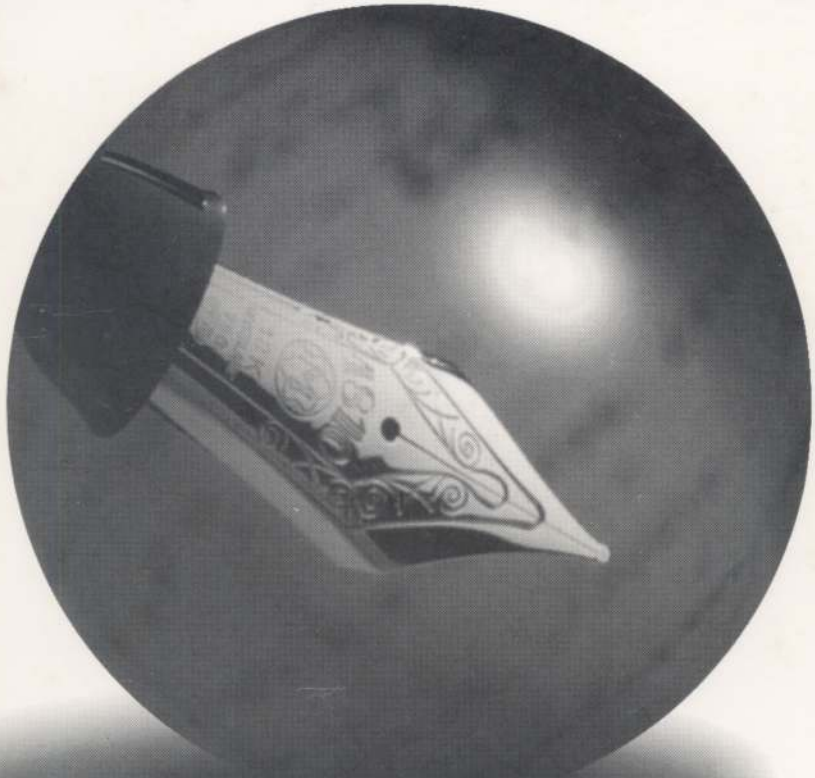
User's Guide

NOVELL®

MAC



WordPerfect®

THE BEST SELLING WORD PROCESSOR OF ALL TIME **V 3.1**

WORDPERFECT **V 3.1** USER'S GUIDE

User's Guide

NOVELL®

MAC

NOVELL SUPPORT
01932 856939

WordPerfect®

THE BEST SELLING WORD PROCESSOR OF ALL TIME **V 3.1**

WordPerfect and Grammatik are registered trademarks of Novell, Inc., within the United States and other countries. Button Bar and GroupWise are trademarks of Novell, Inc., worldwide. All other brand and product names are trademarks or registered trademarks of their respective companies.

Version 3.1
©Novell, Inc. 1994
All Rights Reserved.
Printed in Ireland.

UGUSMWP31—9/94
74210—74210—74210

WordPerfect, Novell Applications Group
1555 N. Technology Way • Orem, Utah 84057-2399 U.S.A.
Telephone: (801) 225-5000 • Telex: 820618 • Fax: (801) 222-5077

Table of Contents

License Agreement vii

Chapter 1: Getting Started

Welcome to WordPerfect 3
What Should I Do First? 3
Hardware and Software Requirements 4
Installing WordPerfect 4
Starting WordPerfect 7
Getting Help 7

Chapter 2: Introducing WordPerfect

The Screen 17
The Menus 21
The Button Bars 27
The Ruler Bars 31
The Status Bar 35
Key Commands and Mouse Techniques 35
Dialog Boxes 38
Libraries and the Librarian 40
Formatting Codes 41

Chapter 3: Learning the Basics

Typing Your First Document 45
Editing Your First Document 48
Formatting Your First Document 50
Drawing Your First Graphic 53
Saving Your First Document 59
Printing Your First Document 60
Quitting WordPerfect 62

Chapter 4: Sample Documents

Memo 65
Business Letter 66
Envelope 67
Fax Cover 68
Report 69
Resume 70
Newsletter 71
Form Letter 72
Script 73

Chapter 5: Creating Documents

Entering Text 77
Changing Basic Formatting 81
Changing the View Size 83
Creating a Table of Contents 83
Creating Outlines 86
Creating Bulleted Lists 92
Using Tables 94
Adding Headers or Footers 106
Adding Footnotes 112

Adding Endnotes . . . 118
Adding Page Numbers . . . 122
Adding Text Boxes . . . 128
Cross-Referencing Information . . . 140
Creating a Table of Authorities . . . 144
Generating Lists . . . 149
Creating an Index . . . 156
Creating Envelopes . . . 161

Chapter 6: Editing Documents

Opening Documents . . . 167
Moving Through Documents . . . 171
Selecting Text . . . 173
Deleting Text . . . 174
Moving Text . . . 175
Marking Proposed Changes in Documents . . . 178
Searching for Text . . . 180
Changing Text to Uppercase or Lowercase . . . 186
Undoing Actions . . . 186
Alphabetizing or Sorting Text . . . 187

Chapter 7: Formatting Documents

Methods of Formatting . . . 209
Formatting Characters . . . 209
Formatting Lines and Paragraphs . . . 213
Formatting Pages . . . 221
Using Columns . . . 225
Adding Borders, Lines, and Shading . . . 230
Using Formatting Codes . . . 231

Chapter 8: Saving and Managing Documents

Filing . . . 237
Saving Documents . . . 238
Backing Up Documents . . . 242
Closing Documents . . . 245
Cycling Document Windows . . . 246
Deleting Documents or Folders . . . 248
Copying, Moving, or Renaming Documents or Folders . . . 248
Creating New Folders . . . 250
Getting Information About Documents or Folders . . . 251
Finding Documents or Folders . . . 253
Adding Password Protection . . . 254

Chapter 9: Printing Documents

Choosing a Printer . . . 259
Choosing Page Setup Options . . . 260
Printing Documents . . . 265

Chapter 10: Working with Graphics

Graphics Basics . . . 273
Inserting Graphics . . . 283
Creating Graphics . . . 284
Selecting Graphics . . . 294

Editing Graphics 296
Sizing or Cropping Graphics 306
Moving Graphics 310
Arranging Objects in Graphics 312
Saving Graphics 319
Framing Graphics 320
Captioning Graphics 321
Labeling Graphics 324
Changing Graphics Box Options 325
Deleting Graphics 329
Creating Graphic Overlays 330
Creating Watermarks 332
Inserting and Playing Movies 336

Chapter 11: Working with Equations

Equation Basics 343
Creating Equations 348
Editing Equations 351
Saving Equations 352
Using Equation Boxes 352
Changing Equation Box Options 357

Chapter 12: Using Language Tools

Checking Spelling 361
Using the Thesaurus 368
Checking Grammar 370
Using QuickCorrect 376
Using International Languages 377
Using Word Services 382

Chapter 13: Using Libraries

Libraries and the Librarian 387
Copying Resources to Libraries or Documents 387
Renaming or Removing Resources 388
Creating Libraries 388

Chapter 14: Saving Time with Automated Tasks

Formatting with Styles 393
Creating and Using Stationery 399
Merging Documents 403
Repeating Characters 414
Replacing Abbreviations with Full Text 415
Automating Tasks with Macros 417
Sharing Information Using Publish and Subscribe 421
Using AppleScript™ 427
Using Apple Events 429

Chapter 15: Customizing WordPerfect

Changing the Default Font 433
Changing Default Document Settings 433
Showing or Hiding Bars 434
Changing the Date/Time Format 435
Setting Up Default Folders 435

Changing File Settings in Menus and Dialog Boxes 437
Customizing the Environment Settings 438
Customizing Keyboard Assignments 442
Customizing the Graphics Editor 445

Chapter 16: Troubleshooting

What To Do If You Have a Problem 449

Appendixes

Appendix A: WordPerfect International Offices and Distributors 457
Appendix B: PostScript® Variables and Procedures 465
Appendix C: Macro Commands and Variables 471
Appendix D: Apple Technology & WordPerfect 511

Glossary

Glossary 517

Index

Index 527

FOR PRODUCTS PURCHASED IN UNITED STATES
SOFTWARE LICENSE AGREEMENT

GRANT OF RIGHTS

Novell, Inc. (Novell), grants you the right to use the Software in the quantity and on the platform(s) indicated on the Proof of Purchase form you received in your Software package. If this Software is an upgrade from a previous version of a Novell software product, you may use either the current or prior version of the Software, but never both versions at the same time. This Agreement supersedes any prior version license and governs your use of the Software.

For a single-user computer of workstation not attached to a network, or for a network server, the Software is considered "in use" when any portion of the Software is either loaded in memory or virtual memory (Loaded) or stored on a hard disk or other storage device (Stored). For single-user computers or workstations attached to a network, the quantity of the Software "in use" is considered to be the greater of (i) the maximum number of computers on which the Software is Loaded at any one time, or (ii) the maximum number of computers on which the Software is Stored.

On a multi-user computer, the quantity of the Software "in use" is considered to be the maximum number of sessions executed at any one time.

You may make copies of the written documentation, which accompanies the Software, in support of your authorized use of this Novell software product. You may also make an archival copy of the Software for each License obtained under this Agreement.

RESTRICTIONS

You may not rent or lease the Software without the written permission of Novell. You may not decompile, disassemble, reverse engineer, copy, create a derivative work or otherwise use the Software except as stated in this Agreement. Irrespective of the number of sets of media included with the Software, you are granted the right to use the Software only in the quantity indicated on the enclosed Proof of Purchase form. Certain qualifications may apply to the purchase of this Software; when present, they are printed on the Software package and form part of this Agreement.

HOME OR PORTABLE COMPUTER PROVISION

You are authorized to use a copy of the Software on a home or portable computer, as long as the extra copy is never Loaded at the same time the Software is Loaded on the primary computer on which you use the Software. If you have licensed this Software under an education or charitable institution pricing program, you may not create an extra copy of the Software under this provision for use on a home or portable computer.

LIMITED WARRANTY/LIMITATION OF LIABILITY

This Software is licensed AS IS. IF FOR ANY REASON YOU ARE DISSATISFIED WITH THE SOFTWARE, RETURN THE PRODUCT PACKAGE, WITH PROOF OF PURCHASE, TO YOUR RESELLER WITHIN 90 DAYS FOR A FULL REFUND. If any materials or media in this package are defective, return them to Novell within 90 days of the date of purchase, and they will be replaced at no charge.

THESE WARRANTIES ARE IN LIEU OF ANY OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT WILL NOVELL BE LIABLE TO YOU FOR DAMAGES, INCLUDING ANY LOST PROFITS, LOST SAVINGS, OR OTHER INCIDENTAL OR CONSEQUENTIAL DAMAGES ARISING OUT OF YOUR USE OF OR INABILITY TO USE THE SOFTWARE, EVEN IF NOVELL OR AN AUTHORIZED NOVELL REPRESENTATIVE HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

Some jurisdictions do not allow excluding or limiting implied warranties or limiting liability for incidental or consequential damages, and some jurisdictions have special statutory consumer protection provisions that may supersede this limitation of liability may not apply to you if prohibited by the laws of your jurisdiction.

CUSTOMER SUPPORT

Subject always to Novell's current applications programs support policies, Novell will attempt to answer your technical support request concerning the Software; however, this service is offered on a reasonable efforts basis only, and Novell may not be able to resolve every support request. Novell supports the Software only if it is used under conditions and on operating systems for which the Software is designed. Current support policies may change from time to time without notice.

GENERAL

If any provision of this Agreement is found to be unlawful, void, or unenforceable, then that provision shall be severed from this Agreement and will not affect the validity and enforceability of any of the remaining provisions. This Agreement shall be governed by the laws of the State of Utah.

U.S. GOVERNMENT RESTRICTED RIGHTS.

The Software and any accompanying materials are provided with Restricted Rights. Use, duplication, or disclosure by the Government is subject to restrictions as set forth in subparagraph (c) (1) (ii) of The Rights in Technical Data and Computer Software clause at DFARS 252.227-7013 or subparagraphs (c) (1) and (2) of the Commercial Computer Software-Restricted Rights at 48 CFR 52.227-19, as applicable. Contractor/manufacturer is Novell, Inc., at the address below.

ANY QUESTIONS?

If you have any questions concerning the terms of this Agreement or special programs for educational or charitable organizations, please write to WordPerfect, Novell Applications Group, Attn. Sales Center, 1555 N. Technology Way, Orem, Utah 84057-2399, or call (801) 225-5000.

FOR PRODUCTS PURCHASED IN ALL OTHER COUNTRIES SOFTWARE LICENSE AGREEMENT

GRANT OF RIGHTS

Novell, Inc. (Novell), grants you the right to use the Software in the quantity and on the platform(s) indicated on the Proof of Purchase form you received in your Software package. If this Software is an upgrade from a previous version of a Novell software product, you may use either the current or prior version of the Software, but never both versions at the same time. This Agreement supersedes any prior version license and governs your use of the Software.

For a single-user computer or workstation not attached to a network, or for a network server, the Software is considered "in use" when any portion of the Software is either loaded in memory or virtual memory (Loaded), or stored on a hard disk or other storage device. For single-user computers or workstations attached to a network, the quantity of the Software "in use" is considered to be the greater of (i) the maximum number of computers on which the Software is Loaded at any one time, or (ii) the maximum number of computers on which the Software is stored. On a multi-user computer, the quantity of the Software "in use" is considered to be the maximum number of sessions executed at any one time.

You may make copies of the written documentation which accompanies the Software in support of your authorized use of this Novell software product. You may also make an archival copy of the Software for each License obtained under this Agreement.

RESTRICTIONS

You may not rent or lease the Software without the written permission of Novell. You may not decompile, disassemble, reverse engineer, copy, create a derivative work or otherwise use the Software except as stated in this Agreement. Irrespective of the number of sets of media included with the Software, you are granted the right to use the Software only in the quantity indicated on the enclosed Proof of Purchase form. Certain qualifications may apply to the purchase of this Software; when present, they are printed on the Software package and form part of this agreement.

HOME OR PORTABLE COMPUTER PROVISION

You are authorized to use a copy of the Software on a home or portable computer, as long as the extra copy is never Loaded at the same time the Software is Loaded on the primary computer on which you use the Software.

If you have purchased this Software under an education institution or charitable institution pricing program, you may not create an extra copy of the Software under this provision for use on a home or portable computer.

LIMITED WARRANTY/LIMITATION OF LIABILITY

This Software is licensed AS IS. If any materials or media in this package are defective, return them within 90 days of the date of purchase, and they will be replaced at no charge.

THESE WARRANTIES ARE IN LIEU OF ANY OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT WILL NOVELL BE LIABLE TO YOU FOR DAMAGES, INCLUDING ANY LOSS OF PROFITS, LOST SAVINGS, OR OTHER INCIDENTAL OR CONSEQUENTIAL DAMAGES ARISING OUT OF YOUR USE OF OR INABILITY TO USE THE SOFTWARE, EVEN IF NOVELL OR AN AUTHORIZED NOVELL REPRESENTATIVE HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

Some jurisdictions do not allow excluding or limiting implied warranties or limiting liability for incidental or consequential damages, and some jurisdictions have special statutory consumer protection provisions which may supersede this limitation. As a result, this limitation of liability may not apply to you if prohibited by the laws of your jurisdiction.

CUSTOMER SUPPORT

Subject always to Novell's current applications programs support policies, Novell will attempt to answer your technical support request concerning the Software; however, this service is offered on a reasonable efforts basis only, and Novell may not be able to resolve every support request. Novell supports the Software only if it is used under conditions and on operating systems for which the Software is designed. Current support policies may change from time to time without notice.

GENERAL

If any provision of this Agreement is found to be unlawful, void, or unenforceable, then that provision shall be severed from this Agreement and shall not affect the validity and enforceability of any of the remaining provisions.

ANY QUESTIONS?

If you have any questions concerning the terms of this Agreement or special programs for education or charitable organizations, please contact your local WordPerfect office or authorized distributor or write WordPerfect, Novell Applications Group, Attn. Sales Center, 1555 N. Technology Way, Orem, Utah 84057-2399 U.S.A., or call 801/222-4200.

FOR PRODUCTS PURCHASED IN AUSTRALIA-NEW ZEALAND
SOFTWARE LICENCE AGREEMENT

GRANT OF RIGHTS

Novell, Inc. (Novell), grants you the right to use the Software in the quantity and on the platform(s) indicated on the Proof of Purchase form you received in your Software package. If this Software is an upgrade from a previous version of a Novell software product, you may use either the current or prior version of the Software, but never both versions at the same time. This Agreement supersedes any prior version license and governs your use of the Software.

For a single-user computer or workstation not attached to a network, or for a network server, the Software is considered "in use" when any part of the Software is either loaded in memory or virtual memory (Loaded), or stored on a hard disk or other storage device (Stored). For single-user computers or workstations attached to a network, the quantity of the Software "in use" is considered to be the greater of (i) the maximum number of computers on which the Software is Loaded at any one time, or (ii) the maximum number of computers on which the Software is Stored.

On a multi-user computer, the quantity of the Software "in use" is considered to be the maximum number of sessions executed at any one time.

You may make copies of the written documentation which accompanies the Software in support of your authorised use of this Novell software product. You may also make an archival copy of the Software for each Licence obtained under this Agreement.

RESTRICTIONS

You may not rent or lease the Software without the written permission of Novell. You may not decompile, disassemble, reverse engineer, copy, create a derivative work or otherwise use the Software except as stated in this Agreement. Irrespective of the number of sets of media included with the Software, you are granted the right to use the Software only in the quantity indicated on the enclosed Proof of Purchase form. Certain qualifications may apply to the purchase of this Software; when present, they are printed on the Software package and form part of this agreement.

HOME OR PORTABLE COMPUTER PROVISION

You are authorised to use a copy of the Software on a home or portable computer, provided the extra copy is never Loaded at the same time the Software is Loaded on the primary computer on which you use the Software.

If you have purchased this Software under an educational institution or charitable institution pricing programme, you may not create an extra copy of the Software under this provision for use on a home or portable computer.

LIMITED WARRANTY/LIMITATIONS OF LIABILITY

A. This Part A is subject to provisions of Part B which follows below. This Software is licensed AS IS. If any materials or media in this package are defective, please return them within 90 days of the date of purchase, and they will be replaced free of charge. THESE WARRANTIES ARE IN LIEU OF ANY OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT WILL NOVELL BE LIABLE TO YOU FOR DAMAGES, INCLUDING ANY LOSS OF PROFITS, LOST SAVINGS, OR OTHER INCIDENTAL OR CONSEQUENTIAL DAMAGES ARISING OUT OF YOUR USE OF OR INABILITY TO USE THE SOFTWARE, EVEN IF NOVELL OR AN AUTHORISED NOVELL REPRESENTATIVE HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

B. Trade Practices Act. Where any legislation such as the Trade Practices Act 1974, implies into this Agreement any condition or warranty and that legislation avoids or prohibits provisions in a contract excluding the application of the condition or warranty, the liability of Novell for any breach of the condition or warranty is limited at the option of Novell to any one or more of the following: a) if the breach relates to goods, replacing the goods or the payment of the cost of acquiring equivalent goods or repairing the goods or payment of the cost of repairing the goods; b) if the breach relates to services, the supplying of the services again or the payment of the cost of having the services supplied again.

Nothing in this Agreement is intended to restrict or exclude any liability of Novell under Part VA of the Trade Practices Act 1974.

CUSTOMER SUPPORT

Subject always to Novell's current applications programs support policies, Novell will attempt to answer your technical support request concerning the Software; however, this service is offered on a reasonable efforts basis only, and Novell may not be able to resolve every support request. Novell supports the Software only if it is used under conditions and on operating systems for which the Software is designed. Current support policies may change from time to time without notice.

GENERAL

If any provision of this Agreement is found to be unlawful, void, or unenforceable, then that provision shall be severed from this Agreement and shall not affect the validity and enforceability of any of the remaining provisions.

ANY QUESTIONS?

If you have any questions concerning the terms of this Agreement or special programmes for educational or charitable organisations, please contact your local WordPerfect office or authorised distributor or write WordPerfect, Novell Applications Group, Attn. Sales Center, 1555 N. Technology Way, Orem, Utah 84057-2399 U.S.A., or call 801/222-4200.

FOR PRODUCTS PURCHASED IN UNITED KINGDOM
SOFTWARE LICENCE AGREEMENT

GRANT OF RIGHTS

Novell, Inc. (Novell), grants you the right to use the Software in the quantity and on the platform(s) indicated on the Proof of Purchase form you received in your Software package. If this Software is an upgrade from a previous version of a Novell software product, you may use either the current or prior version of the Software, but never both versions at the same time. This Agreement supersedes any prior version license and governs your use of the Software.

For a single-user computer or workstation not attached to a network server, the Software is considered "in use" when any portion of the Software is either loaded in memory or virtual memory (Loaded), or stored on a hard disk or other storage device (Stored). For single-user computers or workstations attached to a network (Network Stations), the quantity of the Software in use is considered to be the greater of the maximum number of Network Stations which have the Software Loaded at any one time, and the number of Network Stations which have the Software Stored. For a multi-user computer, a use is counted for every session of the Software running on the computer.

RESTRICTIONS

You may not rent or lease the Software without the written permission of Novell. You may not decompile, disassemble, reverse engineer, copy, create a derivative work or otherwise use the Software except as stated in this Agreement. Irrespective of the number of sets of media included with the Software, you are granted the right to use the Software only in the quantity indicated on the enclosed Proof of Purchase form. Certain qualifications may apply to the purchase of this Software; when present, they are printed on the Software package and form part of this agreement.

SPECIAL PROVISIONS

Novell grants you a special licence to place an extra copy of the Software on a home or laptop computer, as long as the extra copy is never loaded at the same time the Software is Loaded on the primary computer on which you use the Software.

Special licensing provisions may apply for a qualified educational of charitable institution.

LIMITED WARRANTY/LIMITATION OF LIABILITY

If you enter into this Licence agreement as part of a consumer transaction: if any materials of media in this package are defective, return them within 90 days of the original date of purchase and Novell will replace them at no charge. THE FOREGOING DOES NOT AND WILL NOT AFFECT YOUR STATUTORY RIGHTS AS A CONSUMER.

If you do not enter into this Licence Agreement as part of a consumer transaction: THIS SOFTWARE IS LICENCED AS IS. If any materials or media in this package are defective, return them within 90 days of the original date of purchase and Novell will replace them at no charge. The right to use the Software is granted without any further warranty, condition, representation or other term express or implied relating to the performance, quality or fitness for use of the Software or written materials accompanying the Software. Novell shall not be liable for any loss or damage of any kind (other than personal injury or death) arising from use of the Software or accompanying written materials or from errors, deficiencies or faults therein, whether such loss or damage is caused by negligence or otherwise.

CUSTOMER SUPPORT

Subject always to Novell's current applications programs support policies, Novell will attempt to answer your technical support request concerning the Software; however, this service is offered on a reasonable efforts basis only, and Novell may not be able to resolve every support request. Novell supports the Software only if it is used under conditions and on operating systems for which the Software is designed. Current support policies may change from time to time without notice.

GENERAL

If any provision of this Agreement shall be unlawful, void, or for any reason unenforceable, then that provision shall be deemed severable from this Agreement and shall not affect the validity and enforceability of any of the remaining provisions.

ANY QUESTIONS?

If you have any questions concerning the terms of this Agreement or special programs for education or charitable organisations, please contact your local WordPerfect office or authorised distributor or write WordPerfect, Novell Applications Group, Attn. Sales Center, 1555 N. Technology Way, Orem, Utah 84057-2399 U.S.A., or call 801/222-4200.

FOR PRODUCTS PURCHASED IN CANADA (ENGLISH)
SOFTWARE LICENSE AGREEMENT

GRANT OF RIGHTS

Novell, Inc. (Novell), grants you the right to use the Software in the quantity and on the platform(s) indicated on the Proof of Purchase form you received in your Software package. If this Software is an upgrade from a previous version of a Novell software product, you may use either the current or prior version of the Software, but never both versions at the same time. This Agreement supersedes any prior version license and governs your use of the Software.

For a single-user computer or workstation not attached to a network, or for a network server, the Software is considered "in use" when any portion of the Software is either loaded in memory or virtual memory (Loaded), or stored on a hard disk or other storage device. For single-user computers or workstations attached to a network, the quantity of the Software "in use" is considered to be the greater of (i) the maximum number of computers on which the Software is Loaded at any one time, or (ii) the maximum number of computers on which the Software is stored.

On a multi-user computer, the quantity of the Software "in use" is considered to be the maximum number of sessions executed at any one time.

For each license obtained under this Agreement, you are authorized to use either the Canada-English or the Canada-French version of the software, or both, in support of a single user at any one time. Software and documentation for both language versions may be obtained by contacting WordPerfect, Novell Applications Group at the address listed below.

You may make copies of the written documentation which accompanies the Software in support of your authorized use of this Novell software product. You may also make an archival copy of the Software for each License obtained under this Agreement.

RESTRICTIONS

You may not rent or lease the Software without the written permission of Novell. You may not decompile, disassemble, reverse engineer, copy, create a derivative work or otherwise use the Software except as stated in this Agreement. Irrespective of the number of sets of media included with the Software, you are granted the right to use the Software only in the quantity indicated on the enclosed Proof of Purchase form. Certain qualifications may apply to the purchase of this Software; when present, they are printed on the Software package and form part of this agreement.

HOME OR PORTABLE COMPUTER PROVISION

You are authorized to use a copy of the Software on a home or portable computer, as long as the extra copy is never Loaded at the same time the Software is Loaded on the primary computer on which you use the Software.

If you have purchased this Software under an education institution or charitable institution pricing program, you may not create an extra copy of the Software under this provision for use on a home or portable computer.

LIMITED WARRANTY/LIMITATION OF LIABILITY

This Software is licensed AS IS. IF FOR ANY REASON YOU ARE DISSATISFIED WITH IT, RETURN THE SOFTWARE, INCLUDING ALL MATERIALS, WITH PROOF OF PURCHASE TO YOUR RESELLER WITHIN 90 DAYS OF THE DATE OF PURCHASE FOR A FULL REFUND. If any materials or media in this package are defective, return them within 90 days of the date of purchase, and they will be replaced at no charge.

THESE WARRANTIES ARE IN LIEU OF ANY OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT WILL NOVELL BE LIABLE TO YOU FOR DAMAGES, INCLUDING ANY LOSS OF PROFITS, LOST SAVINGS, OR OTHER INCIDENTAL OR CONSEQUENTIAL DAMAGES ARISING OUT OF YOUR USE OF OR INABILITY TO USE THE SOFTWARE, EVEN IF NOVELL OR AN AUTHORIZED NOVELL REPRESENTATIVE HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

Some jurisdictions do not allow excluding or limiting implied warranties or limiting liability for incidental or consequential damages, and some jurisdictions have special statutory consumer protection provisions which may supersede this limitation. As a result, this limitation of liability may not apply to you if prohibited by the laws of your jurisdiction.

CUSTOMER SUPPORT

Subject always to Novell's current applications programs support policies, Novell will attempt to answer your technical support request concerning the Software; however, this service is offered on a reasonable efforts basis only, and Novell may not be able to resolve every support request. Novell supports the Software only if it is used under conditions and on operating systems for which the Software is designed. Current support policies may change from time to time without notice.

GENERAL

If any provision of this Agreement shall be unlawful, void, or for any reason unenforceable, then that provision shall be deemed severable from this Agreement and shall not affect the validity and enforceability of any of the remaining provisions.

ANY QUESTIONS?

If you have any questions concerning the terms of this Agreement or special programs for education or charitable organizations, please contact your local WordPerfect office or authorized distributor or write WordPerfect, Novell Applications Group, Attn. Sales Center, 1555 N. Technology Way, Orem, Utah 84057-2399 U.S.A., or call 801/222-4200.

FOR PRODUCTS PURCHASED IN CANADA (FRANCAIS)
CONTRAT DE CONCESSION DU DROIT D'UTILISATION DES LOGICIELS EN VERSION FRANÇAISE ACHETÉS AU CANADA

TERMES ET CONDITIONS D'UTILISATION

Novell, Inc. (Novell), vous concède le droit d'utiliser le Logiciel, conformément au nombre de copies et à la plate-forme spécifiés par le Formulaire de preuve d'achat inclus dans le coffret du Logiciel. Si le Logiciel constitue une mise à jour d'un produit de WordPerfect, Novell vous concède le droit d'utiliser la présente version ou la version antérieure du Logiciel, mais non ces deux versions simultanément. Le présent Contrat de concession annule ou remplace tout contrat antérieur.

Pour les ordinateurs monopostes ou les stations de travail non connectées à un réseau, ou pour les serveurs d'un réseau, le Logiciel est réputé être utilisé lorsque tout ou partie du Logiciel est, soit Chargé en mémoire virtuelle, soit Enregistré sur disque dur ou sur toute autre forme de support. Pour les ordinateurs monopostes et les stations de travail connectées à un réseau, le Logiciel est réputé être utilisé sur chaque station du réseau sur laquelle le Logiciel est, soit Chargé, soit Enregistré. Pour les ordinateurs à usage collectif, chaque exécution du Logiciel sur l'ordinateur est réputée constituer une utilisation du Logiciel.

Sur les ordinateurs multipostes, le Logiciel est réputé être utilisé sur chaque station sur laquelle le logiciel est exécuté.

Toute licence, octroyée selon les termes de cet accord, autorise l'utilisation de la version canadienne-anglaise ou de la version canadienne-française du logiciel, ou des deux versions, par un seul utilisateur, à tout moment. Le matériel et la documentation des deux versions peuvent être obtenus auprès de WordPerfect, Novell Applications Group à l'adresse ci-dessous.

Vous êtes autorisé à réaliser une copie de la documentation écrite jointe au Logiciel pour lequel vous disposez d'un droit d'utilisation. Vous êtes également autorisé à réaliser une copie de secours du Logiciel en raison du nombre de licences d'utilisation spécifié dans le présent Contrat.

RESTRICTIONS

Vous ne pouvez en aucun cas louer ou céder en location le Logiciel sans l'accord écrit de Novell. Vous ne pouvez en aucun cas décompiler, démonter, inverser, reproduire, créer une oeuvre dérivée, ou autrement utiliser le Logiciel en dehors des cas expressément prévus dans ce contrat. Quel que soit le nombre de supports inclus avec le Logiciel, vous n'êtes autorisé à utiliser que le nombre de copies indiqué sur le Formulaire de preuve d'achat. L'achat de ce Logiciel peut être réglementé par des conditions spéciales, imprimées sur l'emballage contenant le Logiciel.

DISPOSITIONS RELATIVES AUX ORDINATEURS PERSONNELS ET AUX PORTABLES

Vous êtes autorisé à utiliser une copie supplémentaire du Logiciel sur un ordinateur personnel ou un ordinateur portable. Cette copie ne doit en aucun cas être Chargée lorsque le Logiciel est Chargé sur l'ordinateur principal sur lequel vous utilisez le Logiciel.

Si le logiciel est acheté dans le cadre du programme d'éducation, vous n'êtes pas autorisé à réaliser une copie supplémentaire du logiciel pour votre ordinateur personnel ou votre portable.

GARANTIES-LIMITATIONS DE RESPONSABILITÉS

CE LOGICIEL VOUS EST CONCÉDÉ EN LICENCE EN L'ÉTAT ; SI POUR UNE RAISON QUELCONQUE, VOUS N'ÊTES PAS SATISFAIT, VOUS DISPOSEZ D'UN DÉLAI DE 90 JOURS, À COMPTER DE LA DATE D'ACHAT, POUR RETOURNER LE LOGICIEL, Y COMPRIS TOUS COMPOSANTS RELATIFS, ACCOMPAGNÉ DU FORMULAIRE DE PREUVE D'ACHAT À VOTRE REVENDEUR, ET VOUS SEREZ INTÉGRALEMENT REMBOURSÉ. En outre, Novell s'engage à remplacer gratuitement toute disquette ou élément défectueux contenu dans l'emballage qui sera retourné dans un délai de 90 jours, à compter de la date d'achat.

TOUTE AUTRE GARANTIE, EXPRESSE OU IMPLICITE, Y COMPRIS TOUTE GARANTIE IMPLICITE D'APTITUDE À LA COMMERCIALISATION OU D'APTITUDE À UNE UTILISATION PARTICULIÈRE, EST EXPRESSÉMENT EXCLUE. EN AUCUN CAS, NOVELL NE SAURAIT ÊTRE RESPONSABLE DES DOMMAGES DIRECTS OU INDIRECTS, Y COMPRIS TOUTE PERTE DE PROFIT OU DE BÉNÉFICE OU AUTRES DOMMAGES INDIRECTS OU ACCESSOIRES CAUSÉS PAR L'UTILISATION OU L'IMPOSSIBILITÉ D'UTILISATION DU LOGICIEL ET CE, MÊME SI NOVELL OU L'UN DE SES REPRÉSENTANTS AGRÉÉS A ÉTÉ AVERTI DE LA POSSIBILITÉ DE TELS DOMMAGES.

Certaines juridictions ne permettent pas l'exclusion ou la limitation de garantie implicite ou la limitation de responsabilité pour des dommages indirects ou accessoires. En outre, certaines juridictions prévoient des dispositions particulières relatives à la protection du consommateur, lesquelles pourraient remplacer les dispositions qui précèdent. En conséquence, la limitation de responsabilité peut, conformément à la loi en vigueur dans votre juridiction, ne pas vous être applicable.

ASSISTANCE TECHNIQUE

Dans le cadre de sa politique d'assistance technique, Novell s'efforcera de répondre aux questions d'ordre technique concernant le Logiciel. Cependant, il est convenu que ce service ne constitue qu'une obligation de moyen et que Novell ne saurait satisfaire toute demande d'assistance. Novell ne supportera le Logiciel que dans la mesure où celui-ci est utilisé dans les conditions et selon les configurations matérielle et logicielle pour lesquelles il a été conçu. Les services offerts par l'Assistance technique peuvent être altérés sans préavis.

GÉNÉRAL

Au cas où une disposition quelconque de ce contrat serait illégale, nulle ou non exécutoire, pour quelque raison que ce soit, cette disposition sera réputée non écrite, et la validité et le caractère exécutoire des autres dispositions de ce contrat n'en seront pas affectés.

RÉPONSES À VOS QUESTIONS

Si vous avez des questions à propos de ce Contrat, ou à propos des conditions spéciales accordées aux établissements scolaires et aux organisations caritatives, veuillez contacter la filiale dont vous dépendez, ou votre distributeur agréé, ou écrire à WordPerfect, Novell Applications Group, Attn. Sales Center, 1555 N. Technology Way, Orem, Utah 84057-2399 U.S.A., ou appelez le (800) 321-2318.

Chapter 1: Getting Started

3 *Welcome to WordPerfect*

3 *What Should I Do First?*

4 *Hardware and Software Requirements*

4 *Installing WordPerfect*

7 *Starting WordPerfect*

7 *Getting Help*

Welcome to WordPerfect

WordPerfect is a powerful, yet easy-to-use, word processor that can help you create all the documents you use at work, school, or home.

With WordPerfect, you can quickly and easily create letters, memos, reports, newsletters, books, and many other types of documents.

WordPerfect combines standard and advanced word processing features with drawing capabilities, superb graphics handling, and support for Apple technologies such as QuickTime, Apple Events, and WorldScript.

To help you get started with WordPerfect, this chapter includes:

- What Should I Do First?
- Hardware and Software Requirements
- Installing WordPerfect
- Starting WordPerfect
- Getting Help

What Should I Do First?

New to Macintosh Computers?

If you are new to computers, or to the Macintosh,

1. Use your Apple manuals or tutorial to become familiar with the basic functions of the Macintosh, such as pointing, clicking, and dragging. You should also become familiar with terms such as the desktop or finder, scroll bars (sliders), close box, and zoom box.
2. Read through this *Getting Started* section while at your computer to install WordPerfect and become familiar with the WordPerfect environment.
3. Work through the lessons in *Chapter 3: Learning the Basics.*
4. Refer to this *User's Guide* to answer questions as you use WordPerfect.

Experienced with Macintosh?

If you have used other word processors for the Macintosh but are new to WordPerfect,

1. Glance through this *Getting Started* section to install WordPerfect and become familiar with the WordPerfect environment.
2. Work through the lessons in *Chapter 3: Learning the Basics* if you want guided instructions for creating, editing, and formatting your first WordPerfect document.
3. Refer to this *User's Guide* to answer questions as you use WordPerfect.

Experienced with WordPerfect for Macintosh?

If you are familiar with WordPerfect but are new to version 3.1,

1. Glance through this *Getting Started* section to install WordPerfect and become familiar with the new WordPerfect environment.
2. Refer to this *User's Guide* to answer questions as you use WordPerfect.
3. Refer to the Read Me files in the WordPerfect: Documentation folder for additional information.

Hardware and Software Requirements

Macintosh

- A Macintosh Plus or later, with a hard disk and 9 MB free for complete installation
- System 6.0.7 or later
- 2 MB available RAM (System 6.0.x) or 4 MB available RAM (System 7.0 or later)

Power Macintosh

- Hard disk with 11 MB free for complete installation
- 4.5 MB available RAM
- System 7.1.2 or later

If you want to use features such as QuickTime (movies), Publish and Subscribe, or Balloon Help, you need to use System 7.0 or later. If you want to use features such as QuickCorrect or QuickDraw GX Printing, you need to use System 7.5 or later. If you do not have the proper system version, see your Apple dealer to obtain an update.

Installing WordPerfect

Before you install WordPerfect, you may want to make a backup copy of the WordPerfect disks.

If you need low-density disks, call the Sales Center at (800) 321-4566 or (801) 226-6800. The operator will ask for your name, address, and product license number. The disks will be sent to you at no charge. Low-density disks are available for the U.S. English software only. If you are outside of the United States, Puerto Rico, the U.S. Virgin Islands, or Canada, please contact your local Novell or WordPerfect affiliate or authorized reseller. See *Appendix A* for a list of international offices and distributors.

Make sure you always store your disks in a safe place. Avoid exposure to sunlight, dust, and magnetic fields (including televisions and stereo speakers). If a disk becomes damaged or lost, you may not be able to recover the contents of the disk.

To install WordPerfect,

1 Quit any applications that are active.

If your system uses anti-virus or file compression extensions, you may need to turn them off and restart the computer to avoid possible conflicts with the installation. If you wish, you can scan the WordPerfect disks with an anti-virus program before installing.

2 Insert the WordPerfect 1 disk in any drive.

The Installer disk opens, and the Installer window appears.

3 Double-click **Install WordPerfect**.

4 Follow the prompts on your screen.

For step-by step instructions, refer to the Read Me file that appears on your screen. You may also print the Read Me file.

The installer creates a WordPerfect 3.1 folder containing all of the folders and files that can be used with WordPerfect, including the WordPerfect application, language tools, online Help, conversions, and Read Me files. It also creates a Preferences file and a Library file in the System Folder: Preferences: WordPerfect folder.

Custom Installation

Use the Custom Installation option when you want to install only selected parts of the program or when you want network users to be able to install WordPerfect from a network server rather than from disks. See the Installation Read Me file for more information.

Network Installation

If you want to install WordPerfect on a network server so that network users can run WordPerfect from the server, follow the regular installation instructions.

If you want to install WordPerfect on a network server so that network users can install WordPerfect on their computers from the network (rather than from disks), see the Installation Read Me file.

Memory

The installer assigns memory to WordPerfect based on your individual system and memory. If you want to change the amount of memory given to WordPerfect after installing it, select the WordPerfect application icon, choose **Get Info** from the **File** menu (outside of WordPerfect), then enter the new amount in the **Current Size** box (or the **Preferred Size** box if you are using System 7.1 or later).

The Current Size (or Preferred Size for machines using System 7.1 or later) should be 1800K for machines with 4 MB or less, 2400K for machines with 5 to 7 MB, and 3000K for machines with 8 MB or more.

If your machine uses System 7.1 or later, you can also set Minimum Size allocated to WordPerfect. The default setting is 1200K. It should never be adjusted to less than 1200K for Macintosh or 800K for Power Macintosh. If you wish to change the amount of memory allocated to WordPerfect, you should adjust the Preferred Size setting, not the Minimum Size setting.

Virtual Memory and Power Macintosh

Virtual memory allows you to use part of your hard disk as memory. Turning on virtual memory allows Power Macintosh programs like WordPerfect to use memory more efficiently. By default, virtual memory is turned off. If you use a Power Macintosh, we recommend that you turn virtual memory on, especially if your Power Macintosh has only 8 MB of RAM.

To turn on virtual memory,

1. Choose **Control Panels** from the **Apple** menu, then double-click **Memory**.
2. Click the **On** button to turn on virtual memory.
3. Open the pop-up menu, then choose a hard disk to use for virtual memory.
4. Click the up and down arrows to choose the amount of disk space to be used.

Set the virtual memory to the size of your machine's built-in RAM, plus one (for example, 9 MB if your computer has 8 MB of RAM). You can increase the space allotted to virtual memory later if you find that your Power Macintosh applications are running out of memory. You should avoid allotting more space than necessary to virtual memory because it takes space on your hard disk and may slow your computer's performance.

5. Choose **Restart** from the **Special** menu.

Power Macintosh applications use less memory when virtual memory is turned on. If you select the WordPerfect application icon, then choose Get Info from the File menu, you will see that the memory requirements have changed.

For more information about memory and your Power Macintosh, refer to the documentation that came with your computer.

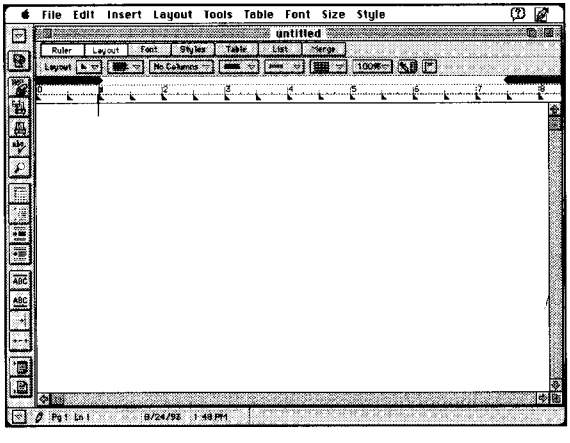
Starting WordPerfect

Once you have installed WordPerfect on your hard disk, you are ready to start WordPerfect.

The WordPerfect application should remain in the WordPerfect 3.1 folder. For convenience, you may make an alias to the application and store it where you wish.

1 Double-click the WordPerfect application icon in the WordPerfect 3.1 folder.

The document window opens with an untitled document. At this screen, you can either create a new document or open an existing document.



Getting Help

Even the most experienced user needs help or additional information on occasion. WordPerfect provides several ways for you to get the instruction and information you need.

This section includes:

- Available Resources
- Online Help
- Apple Guide
- Customer Support
- InfoShare Service
- WordPerfect BBS

Available Resources

When you need information, the following steps will help you check the resources that are available to you.

1 Choose **Help** from the ⌘ menu or the **Help** (balloon) menu to view online information about a variety of topics.

See *Online Help* later in this section for more information.

2 Choose **Show Balloons** from the **Help** menu (System 7.0 or later) if you want to view pop-up explanations of various areas on screen.

3 Choose **WordPerfect Guide** from the **Help** menu (System 7.5 or later) to view Apple Guides for common WordPerfect tasks.

See *Apple Guide* later in this section for more information.

4 Refer to this *User's Guide* and the *Quick Reference Card* for instructions to perform specific tasks and information about program commands.

HINT: If you encounter a problem while using WordPerfect, see *Chapter 16: Troubleshooting.*

5 Refer to the Read Me files (found in the WordPerfect 3.1: Documentation folder) for additional information, including information about any changes made to the program after the documentation was printed.

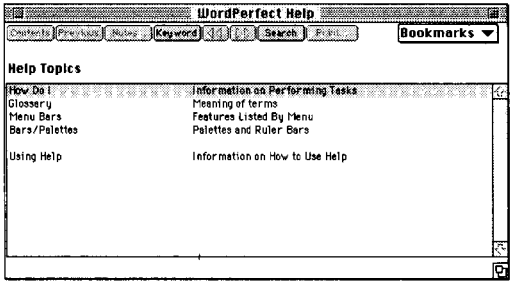
6 If you need help beyond what those resources provide, contact WordPerfect Customer Support or InfoShare Service. See *Customer Support* or *InfoShare Service* later in this section for information.

Online Help

Opening the Online Help

1 Choose **WordPerfect Help** from the ⌘ menu or the **Help** menu at the top right of the screen.

The Help Contents screen appears with a list of often-used Help categories.

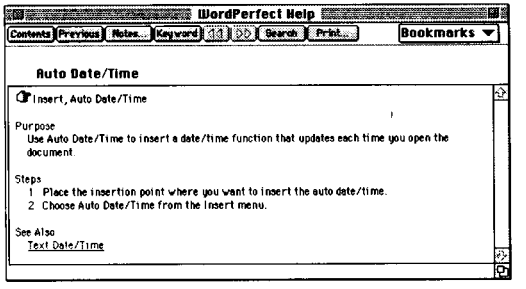


The Help menu also offers direct access to the Help Keyword Search, How Do I..., macros help, and grammar help.

2 Click a category, then click the topic you want to open.

Balloon explanations are available for terms or items that appear with a dotted underline. To open the balloon, point to the item and hold down the mouse button.

You can access information about any term or item that appears with a solid underline; to do so, click the underlined item.



Moving Through the Online Help

In addition to clicking underlined topic names, you can move through the Help system by using buttons.

To move to:	Do this:
The last Help screen you looked at	Click the Previous button in the Help window.
The main list of Help topics	Click the Contents button.
The Help index	Click the Keyword button.

Use the Backward and Forward Browse buttons as available to move through screens that contain sequential information.

Searching the Help System

To search the Help system for all topics that include a specific word or phrase,

1. Click the **Search** button in the **Help** window.
2. In the **Search For** box, type the word or phrase you want to search for.
3. If you want to search titles of Help topics, select **Titles**.
4. If you want to search the text of the Help topics, make sure the **Text** checkbox is selected.
5. If you want to search for text exactly as you typed it, including capitalization, make sure the **Case Sensitive** checkbox is selected.
6. Click **Start Search**.

When the search is complete, the topics containing the search text appear in the Topics list. You can click any of the listed topics to open them.

Adding Notes to the Online Help

To add a note to the current Help topic,

1 Click the **Notes** button.

2 Type the note that you want to attach to the current Help topic, then click **OK**.

The text of the note is stored in the Help.note file (in the WordPerfect 3.1: Help folder). An icon appears next to the topic name.

Reading Notes • To read a note that has been attached to a Help topic, click the icon next to the topic name.

Deleting Notes • To delete a note that has been attached to a Help topic, open the note, select all of the text in the note, press **Delete** (**Backspace** on some keyboards), then click **OK** to close the Note window.

Adding Bookmarks to Help Topics

Use Bookmarks to mark Help topics that you want to be able to return to quickly.

To place a bookmark in the current Help topic,

1 Choose **Define** from the **Bookmarks** pop-up menu.

2 Type a name for the bookmark, then click **OK**.

The bookmark name appears on the Bookmarks pop-up menu.

Moving to Bookmarks • To move to a bookmarked Help topic,

1 Choose the bookmark name from the **Bookmarks** pop-up menu.

The marked Help topic opens.

Removing Bookmarks • To remove a bookmark from a Help topic,

1 Choose **Remove** from the **Bookmarks** pop-up menu.

2 Select the name of the bookmark you want to remove, then click **Remove**.

Printing a Help Topic

To print the text of the current Help topic,

1 Click the **Print** button.

The Print dialog box opens. The options available on this dialog box vary according to the system version and printer you use.

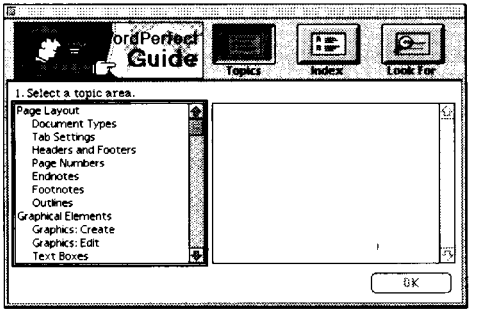
2 Select any options you want from the Print dialog box, then click **Print**.

Apple Guide

If you have System 7.5 or later, you can take advantage of the Apple Guide system of online instruction. The guides walk you through many common word processing tasks.

1 Choose **WordPerfect Guide** from the **Help** (balloon) menu.

The WordPerfect Guide screen appears with a list of categories and topics.



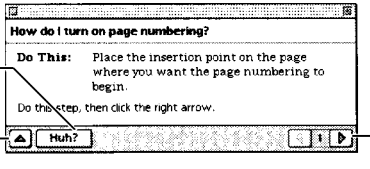
2 Click a category in the list box on the left to display the related topic names.

HINT: You can also use the Index and Look For buttons to find topics. To choose a topic from an alphabetical list, click **Index**, then type a letter or drag the slider to the display topic names. To look for topics relating to a certain word or phrase, click **Look For**, type the word or phrase, then click **Search**.

3 Double-click the topic you want to open.

Click to view definitions of unfamiliar terms.

Click to return to main contents screen.



Use these buttons to move through the pages of this topic.

4 Follow the prompts and instructions to complete your task.

To close the guide at any time, click the close box at the top left corner of the window.

Customer Support

WordPerfect, the Novell Applications Group, is backed by a customer support system that is designed to offer you fast, courteous service. If you need assistance beyond what the online Help, printed documentation, and Read Me files provide, please contact WordPerfect Customer Support.

WordPerfect Customer Support is available within the United States, Puerto Rico, the U.S. Virgin Islands, and Canada. If you are outside of the United States, Puerto Rico, the U.S. Virgin Islands, or Canada, please contact your local Novell or WordPerfect affiliate or authorized reseller. See *Appendix A* for a list of international offices and distributors.

Classic Service Telephone Support

Classic Service is available to WordPerfect users who have registered their software. It provides free customer support during regular business hours. When you register your software, WordPerfect, the Novell Applications Group, assigns you a Personal Identification Number (PIN). You will need to supply this number each time you call a Classic Service support number. You will need your

license number and PIN the first time you call. Free customer support lasts for 180 days, beginning with your first call. The 180 days start over when you upgrade your software.

If you are within the United States, Canada, Puerto Rico, or the U.S. Virgin Islands, toll-free support is available by calling:

(800) 861-2044
(800) 321-2173 French-speaking

If you are in an area where the phone system does not handle toll-free numbers, call (801) 228-9902.

Support technicians are available between 7:00 a.m. and 6:00 p.m., U.S. Mountain Time, Monday through Friday, excluding U.S. holidays. Please have your PIN available when you call.

Priority Service

Priority service is for users who need immediate service, after-hours service, or support beyond Classic Service. Users who have WordPerfect 1.0, 2.0, or 2.1 can also use Priority Service. The cost for Priority Service is $25 per incident. Support technicians are available between 7:00 a.m. and 10:00 p.m. Monday through Friday, and 8:00 a.m. through 4:00 p.m. Saturday, U.S. Mountain Time, excluding U.S. holidays. Please have your credit card and your PIN available when you call. Priority service is available by calling:

(800) 861-2070

Premium Service

Premium Service is available for accounts using products of WordPerfect, the Novell Applications Group. Premium Service includes three levels of support: Platinum, Gold, and Silver.

For details about Premium Service, call (801) 228-9926.

InfoShare Service

The Novell Applications Group's InfoShare Service allows you to receive documents by fax that contain product information and technical support information.

To obtain any of the documents available through this service, call one of the following numbers from a fax machine or a touch-tone telephone:

(800) 228-9960
(801) 228-9920

You will be charged by the telephone company for the call if you use the 801 number.

If you call from a touch-tone telephone, you will be prompted for the number of the fax machine to which documents may be sent.

If you call from a fax machine, you will be able to receive documents immediately after making selections from the menu of choices. From the main menu, you can obtain a listing of available documents and their ID numbers, or

you can enter the ID numbers of the documents you want to receive. You can enter multiple ID numbers during one session by entering one document ID number after another (up to a maximum of 20).

This service is available 24 hours a day, 7 days a week.

WordPerfect BBS

If you have a modem and communications software, you can use the BBS to send enhancement suggestions to Development. You can also transfer problem files to Customer Support through the BBS. Use the following toll number to access the Macintosh BBS:

1200, 2400, 9600, 14400 baud modems (801) 226-1605

Chapter 2: Introducing WordPerfect

17 *The Screen*

21 *The Menus*

27 *The Button Bars*

31 *The Ruler Bars*

35 *The Status Bar*

35 *Key Commands and Mouse Techniques*

38 *Dialog Boxes*

40 *Libraries and the Librarian*

41 *Formatting Codes*

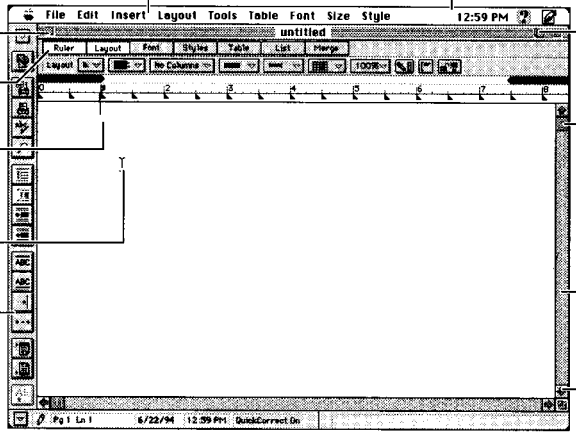
The Screen

WordPerfect provides three main editing windows and a preview window that appear on your screen to help you create, edit, and view your documents. This section introduces you to each of the four windows:

- The Document Editor
- The Graphics Editor
- The Equation Editor
- The Print Preview Window

The Document Editor

When you start WordPerfect, the Document Editor appears on your screen.



Use this screen to enter text, format your documents, and place and size graphics, equations, and movies.

From this window, you can also switch to the Graphic or Equation editors to create or edit graphics or equations.

The Graphics Editor

The Graphics Editor is used to create and edit graphics.

Opening the Graphics Editor

1 Place the insertion point where you want to create a graphic.

You can adjust the placement of the graphic after creating or editing the graphic.

2 Choose **Graphic** from the **Tools** menu, then choose **New**.

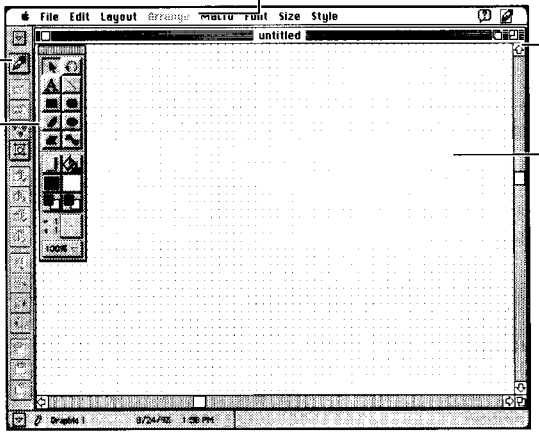
HINT: If you want to edit an existing graphic, double-click the graphic.

The method of opening the Graphics Editor varies when you want to create or edit a watermark or overlay. See *Creating Watermarks* or *Creating Graphic Overlays* in *Chapter 10: Working with Graphics.*

Click and drag a menu title to choose a menu command.

Click to return to the document window.

Use the palette to create one or more objects or adjust the draw options.



Click a scroll arrow to scroll the view one line at a time.

Objects snap to points on the grid. Use the Layout menu to hide the grid or turn off Grid Snap.

The Graphics Editor opens. If you double-clicked an existing graphic, it appears in the Graphics Editor, so you can edit it.

For more information about graphics, see *Chapter 10: Working with Graphics.*

The Equation Editor

The Equation Editor is used to create and edit equations in your document.

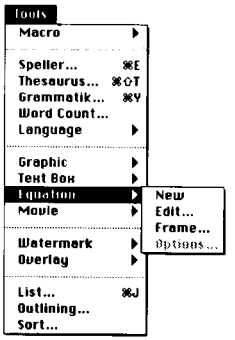
Opening the Equation Editor

1 Place the insertion point where you want to create an equation.

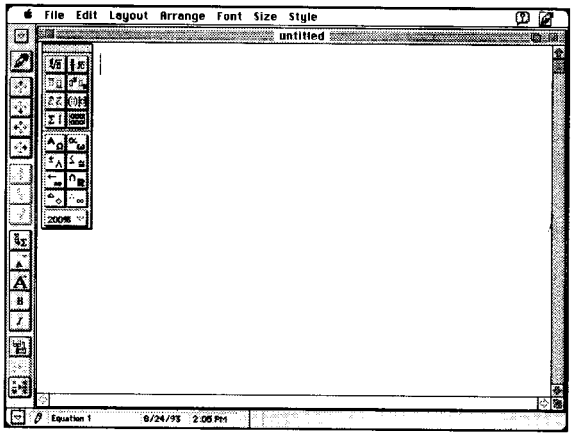
You can adjust the placement of the equation later.

2 Choose **Equation** from the **Tools** menu, then choose **New**.

HINT: If you want to edit an existing equation, double-click the equation.



The Equation Editor opens. If you double-clicked an existing equation, it appears in the Equation Editor, so you can edit it.



For more information, see *Chapter 11: Working with Equations.*

The Print Preview Window

The Print Preview window lets you view your document as it will appear when printed, including any of the following formatting devices that do not appear in the document editing window:

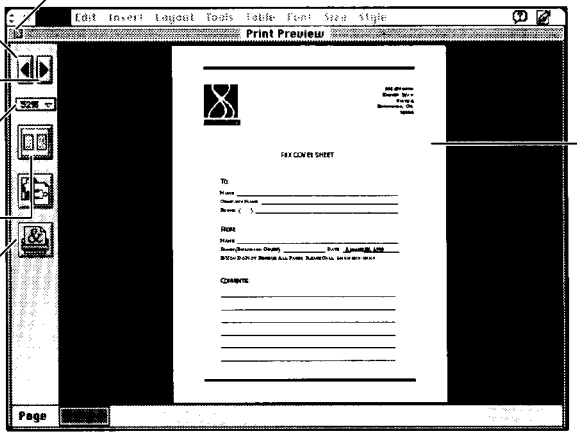
- Headers and footers
- Footnotes and endnotes
- Watermarks
- Page centering
- Page numbering

Previewing Documents

To preview the current document page,

1 Choose **Print Preview** from the **File** menu.

The Print Preview window opens.



Click to close the preview window.

Click here to see the previous page.

Click here to see the next page.

Choose an option from the Zoom pop-up menu to scale the document.

Click here to see two pages side by side.

Click here to print the document.

Click the page to magnify the preview.

With the Print Preview window open, you can:

- View the previous page, next page, or any other page that you specify
- View two pages side-by-side
- Open the Page Setup dialog box
- Print the document

HINT: If you choose an option from the Zoom pop-up menu that doesn't show the whole page on-screen, a hand tool appears. Hold down the mouse button and drag the hand tool to view different areas of the page.

While you cannot edit the document using the Print Preview window, you can view a full page in the Document Editor. See *Changing the View Size* in *Chapter 5: Creating Documents.* You can also view a full page in the Graphic and Equation editors.

HINT: If you want to preview a document before opening it, choose Open from the File menu, select the document you want, then make sure Preview is selected. The document text appears in the dialog box preview window.

	Choose this command:	To do this:
⌘	About WordPerfect	View the version number, license number, and copyright information.
	WordPerfect Help	Find online information about WordPerfect commands and procedures.

The ⌘ menu may contain additional items according to the contents of your System Folder and Apple Menu folder.

File	New	Open a new, untitled document.
	Open	Open an existing document or perform file management functions.
	Open Latest	Open one of the last documents you closed. You can specify how many documents to include on the menu (in the Files dialog box in Preferences).
	Stationery	Open any of the stationery documents in the Stationery folder.
	Insert File	Insert an existing document into the current document.
	Close	Close the active document.
	Save	Save the active document.
	Save As	Save the active document with a new name or in a new location.
	Page Setup	Choose the paper type, page orientation, and other printing options before printing.
	Custom Page Setup	Choose the paper type, page orientation, and other printing options for the current page (available with System 7.5 and QuickDraw GX installed).
	Print	Print the active document.
	Print One Copy	Print a single copy of the current document.
	Print Preview	View the active document as it will appear when printed.
	Quit	Quit the current WordPerfect session.

	Choose this command:	To do this:
Edit	Undo	Undo the last formatting or editing change you made.
	Cut	Cut a selected graphic or piece of text, and place it on the Clipboard.
	Copy	Copy a selected graphic or area of text, and place it on the Clipboard.
	Paste	Place the contents of the Clipboard in the active document at the insertion point.
	Paste Special	Place either the text or the font, size, and style of the contents of the Clipboard in the active document at the insertion point.
	Select All	Select everything in the active document or graphic window.
	Find/Change	Find (or change) text or codes in the active document.
	Find Code	Find a particular code in the active document.
	Go To	Move to a particular page in the active document.
	Publishing	Link information from one document to another (System 7.0 or later).
	Show/Hide ¶	Display (or hide) the hidden symbols for spaces, tabs, returns, index marks, and so forth.
	Show/Hide Codes	Display (or hide) the formatting codes at the bottom of the document window.
	Show/Hide Clipboard	Display (or hide) the contents of the Clipboard.
	Preferences	Customize the WordPerfect environment including the screen, colors, backup options, and other settings.
Insert	Page Break	Begin a new page.
	Column Break	Begin a new column (when columns are defined).

	Choose this command:	To do this:
	Paragraph Above	Insert a blank line above a table (when the insertion point is in the first row of a table). Outside a table, this command inserts a blank line above the current line.
	Indent	Indent a paragraph of text.
	Left/Right Indent	Indent a paragraph on both the left and right sides.
	Back Tab	Move the current line one tab stop to the left.
	Symbols	Insert a symbol or special character.
	Text Date/Time	Insert the current date/time as text in the document.
	Auto Date/Time	Insert the date/time in the document. This date/time will update automatically each time you open the document.
Layout	Show/Hide Ruler	Display (or hide) the Ruler and ruler bars you have selected on the Control Bar.
	Show/Hide Button Bar	Display (or hide) the Button Bar.
	Margins	Change the top, bottom, left, or right margins.
	Tabs	Change the location or type of tab stops.
	Kerning	Adjust the space between two characters.
	Borders	Place a border around, above, or below text (characters, paragraphs, pages, or columns).
	Header/Footer	Create or edit a header or footer.
	Footnotes	Create or edit a footnote.
	Endnotes	Create or edit an endnote.
	Page Numbers	Turn on page numbering beginning on the current page.
	Line Numbers	Turn on line numbering at the current line.
	Suppress	Suppress the appearance of a header, footer, watermark, or page number on the current page.

	Choose this command:	To do this:
	Keep Together	Keep the selected block or text or a specified number of lines from being split between two pages, or turn on widow/orphan control.
	Hyphenation	Turn on automatic hyphenation and define the hyphenation zone.
Tools	Macro	Record, edit, or run a macro to perform automated functions.
	Speller	Check spelling.
	Thesaurus	Look up synonyms or antonyms of a particular word.
	Grammatik	Check grammar, style, and mechanics.
	QuickCorrect	Correct common spelling, typing, and capitalization errors as you type.
	Word Count	Calculate the number of words, sentences, pages, and so forth (in the current document).
	Language	Create subtitles, use the Inline feature, or indicate the language of your text to ensure correct spell-checking, hyphenation, or sorting.
	Graphic	Create or edit a graphic figure.
	Text Box	Create or edit a text box.
	Equation	Create or edit an equation.
	Movie	Insert or play a QuickTime movie (System 7 or later).
	Watermark	Place text or graphics behind the regular text of a document.
	Overlay	Place text or graphics over the regular text on a page.
	List	Create an index, table of contents, table of authorities, generated list, or cross-reference.
	Outlining	Create an outline or number paragraphs.
	Sort	Alphabetize or sort lists of information.
Table	New	Create a new table of information in a document.

	Choose this command:	To do this:
	Text to Table	Place selected text in a table.
	Table to Text	Convert a table to regular text.
	Insert	Insert a row or column in a table.
	Delete	Delete a row or column from a table.
	Column Width	Adjust the width of columns.
	Row Height	Adjust the height of rows.
	Cell Margins	Adjust the margins of table cells.
	Table Border	Place a border around a table.
	Position	Adjust the vertical alignment of text in a table.
	Header Rows	Place a title row at the top of each page of a table.
	Decimal Align	Change the decimal location (when using decimal alignment in a table).
	Calculate	Calculate math in tables.
	Protect Table	Lock cells so the insertion point cannot enter the cell.
Font	Any of the fonts available on your computer	Type text in a particular typeface.

On some small monitors, the Font menu also includes the standard font sizes (9, 10, 12, 14, 18, and 24) and Other. Choose a font size to type text in that size, or choose Other to specify a different size.

Size	9, 10, 12, 14, 18, 24, 36, 48, 72	Set the font size.
	Other	Set the font size to a non-standard size.
	Larger	Make the font size one point size larger than the current size.
	Smaller	Make the font size one point size smaller than the current size.

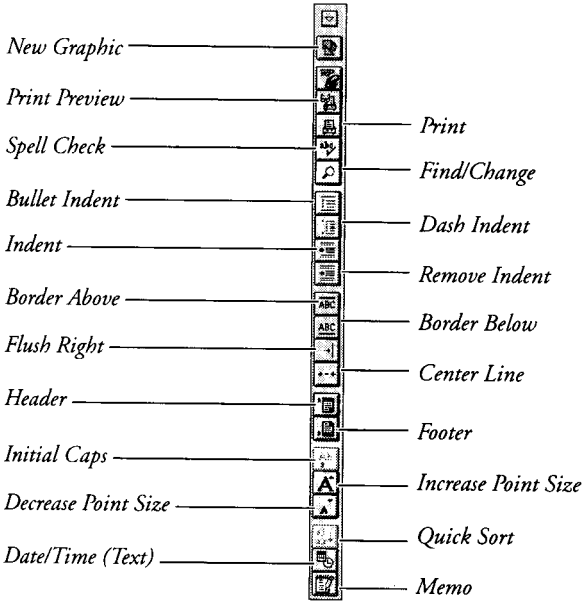
On some small monitors, the Size menu appears under the Font menu.

Style	Plain text	Set the text style back to plain text.
	Bold	Bold text.
	Italics	Italicize text.
	Underline	Underline text.
	Small Caps	Use small capital letters.
	Superscript	Create superscript characters.

Choose this command:	To do this:
Subscript	Create subscript characters.
Other	Apply other text styles, sizes, or colors, or change the settings for underlining.
Redline	Mark text that has been added to a document. The redline mark appears as a line in the margin.
Strikeout	Place a line through text that may be removed from a document.
Remove	Delete text marked with Strikeout, or remove Redline markings.
Uppercase	Change selected text to uppercase letters.
Lowercase	Change selected text to lowercase letters.
Initial Caps	Capitalize the first letter of each selected word.

The Button Bars

WordPerfect includes four customizable Button Bars: the Default Button Bar, the Graphics Button Bar, the Equation Button Bar, and the Applications Button Bar. (*Button Bar* is the same as *Toolbar.*) The Default Button Bar (shown below) appears when you use the Document Editor.



If you have a small monitor, some buttons may not appear on your Button Bar unless you move it to the top or bottom of your screen.

When you use the Graphics or Equation editors, the corresponding Button Bar is displayed with functions specific to that editing window. See *Chapter 10: Working with Graphics* or *Chapter 11: Working with Equations* for more information about the other Button Bars.

The Applications Button Bar allows you to integrate WordPerfect with other applications with the click of a button if you are using System 7.0 or later. You can add or remove buttons from the Button Bar. See *Editing Button Bars* later in this section.

This section includes:

- Changing the Location of the Button Bar
- Displaying a Different Button Bar
- Creating New Button Bars
- Editing Button Bars
- Saving Button Bars with Documents

Changing the Location of the Button Bar

1 Choose **Top**, **Bottom**, **Left**, or **Right** from the ▣ on the Button Bar.

The Button Bar is displayed in the location you choose.

You can hide the Button Bar by choosing **Hide Button Bar** from the **Layout** menu.

Displaying a Different Button Bar

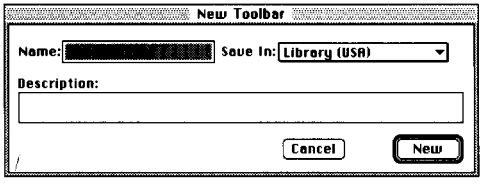
1 Choose the name of the Button Bar you want to display from the ▣ pop-up menu.

The Button Bar you chose is displayed.

Creating New Button Bars

You can create as many Button Bars as you want.

1 Choose **New** from the ▣ pop-up menu on the Button Bar.



2 Type a name for the new Button Bar in the **Name** text box, then specify whether you want to save the Button Bar in the Library or with the active document.

If you save the Button Bar in the Library, you can use it with any document in WordPerfect. If you save it with the active document, you can use it only when that document is active. Unless you specify otherwise, the Button Bar is saved in the Library.

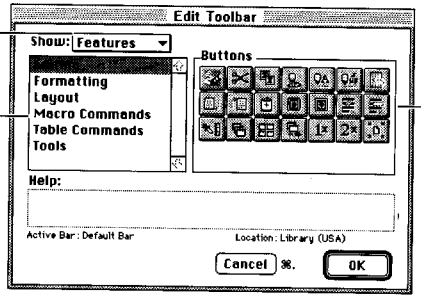
HINT: If you later want to move a Button Bar from a document to the Library (or vice versa), use the Librarian. See *Chapter 13: Using Libraries* for more information.

3 Click **New**.

The Edit Button Bar dialog box opens, so you can choose which buttons to display on the new Button Bar.

Choose a button type from the Show pop-up menu.

Specify a button set from the list box.



Drag the buttons you want to the empty Button Bar.

4 Choose an option from the **Show** pop-up menu, then choose an option from the list box.

The available buttons in the Buttons box vary according to the options you specify.

5 Drag the buttons you want to the empty Button Bar.

or

Double-click each button you want on the Button Bar.

HINT: You can move a button by dragging it to a new location on the bar. You can remove a button from the Button Bar by dragging it off the bar.

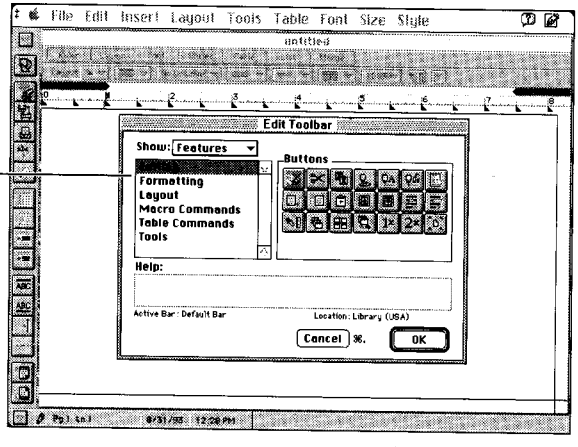
6 When you are finished adding buttons to the bar, click **OK**.

Editing Button Bars

1 Display the Button Bar you want to edit.

2 Choose **Edit** from the ▣ pop-up menu on the Button Bar.

To display additional buttons, choose options from the Show menu and list box.



3 If you want to add a button to the bar, choose an option from the **Show** pop-up menu, choose an option from the list box, then drag the desired button from the dialog to the Button Bar.

4 If you want to remove a button from the Button Bar, drag it off the bar.

5 If you want to move a button to a new location on the bar, drag it to the new location.

HINT: If you have edited the default Button Bar and want to revert to the original settings, first display a different Button Bar, then use the Librarian to remove the default Button Bar from the Library. Quit WordPerfect, then restart it. WordPerfect will then rebuild the original default Button Bar. See *Renaming or Removing Resources* in *Chapter 13: Using Libraries.*

Creating Custom Buttons

You can create a custom button by assigning a command, macro, stationery, or style to a button.

1 Display the Button Bar to which you want to add a custom button.

2 Choose **Edit** from the ▣ pop-up menu on the Button Bar.

3 Choose **Custom** from the **Show** pop-up menu, then choose an option from the list box.

You can choose Commands, Macros, Stationery, or Styles according to the type of function you want to assign to the button.

A variety of button icons appears in the Buttons box.

4 Double-click the button to which you want to assign a function.

5 Select the command, macro, stationery, or style you want to assign to the button, then click **Assign**.

The button appears on the Button Bar, assigned to the function you chose.

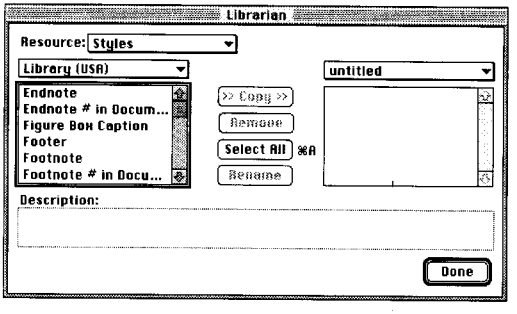
Saving Button Bars with Documents

Saving a Button Bar as part of a document is useful if you plan to take the document to another computer and want to use a particular Button Bar with it. You can only save one Button Bar per document.

To save a Button Bar with a document when you are creating a new Button Bar, see *Creating New Button Bars* earlier in this section.

To save an existing Button Bar with a document,

1 Choose **Preferences** from the **Edit** menu, then click **Librarian** in the Preferences window.



2 Choose **Button Bar** from the **Resource** menu.

3 From the left list box, select the Button Bar you want you save with the document.

4 Make sure the name of the active document appears above the right list box, then click **Copy**.

5 Click **Done** to close the dialog box.

You should save the document immediately after you are finished saving the Button Bar with the document so that the change is saved on disk.

The Ruler Bars

WordPerfect includes several ruler bars and the Ruler, which can be displayed at the top of the document window. The ruler bars are designed to provide easy access to the following features:

- The Ruler
- Layout features
- Fonts and text attributes
- Formatting styles
- Tables
- Math (for use in tables)
- List features (such as cross-references, index, and table of contents)
- Merge commands

To see what a ruler bar button does, move the pointer over the button, then read the information on the status bar at the bottom of the screen.

To display a ruler bar (or hide a ruler bar that is already displayed), click the appropriate button on the Control Bar above the text area of the document window.

HINT: If you are using a black and white monitor, the Control Bar contains checkboxes instead of buttons. Click the appropriate checkbox to display or hide a ruler bar.

The Control Bar

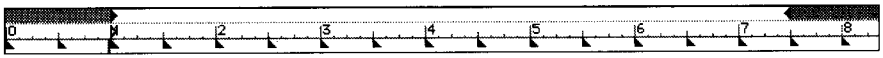
This section includes:

- The Ruler
- The Layout Bar
- The Font Bar
- The Styles Bar
- The Table Bar
- The Extended Table Bar
- The List Bar
- The Merge Bar

The Ruler

Use the Ruler to:

- Set or change the left and right margins
- Set or change tabs
- Set or change the first-line indent
- Change column margins when columns are defined
- Change the column width in tables



The Layout Bar

Use the Layout bar to:

- Change the type of tab or clear tabs from the Ruler
- Change alignment
- Set up columns
- Change line spacing
- Change the space between paragraphs
- Create a table
- Change the view size
- Copy the Ruler settings
- Center a page vertically
- Keep selected lines of text together

The Font Bar

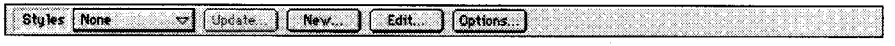
Use the Font Bar to:

- Change fonts or font size
- Use **Bold**, *Italics*, or Underline
- Remove font attributes
- Use ^{super}script or $_{sub}$script
- Change text color
- Insert symbols or special characters
- Copy attributes
- Change other character formats

The Styles Bar

Use the Styles bar to:

- Apply a formatting style
- Update text that uses a formatting style
- Create or edit a formatting style
- Assign a keystroke to a style, or select other styles options
- Link or base a style to another style

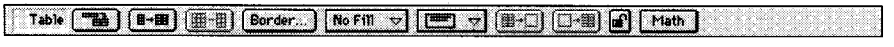


For more information about styles, see *Formatting with Styles* in *Chapter 14: Saving Time with Automated Tasks.*

The Table Bar

After creating a table, use the Table bar to:

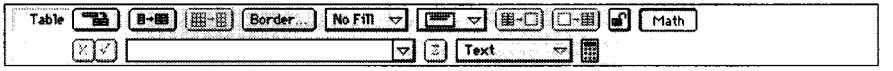
- Insert a row
- Insert a column
- Delete a row or column
- Place borders on a table
- Use fill colors or patterns in a table
- Change vertical alignment of text
- Join or split cells
- Lock a table



The Extended Table Bar

When you create a table with figures, click the Math button to extend the Table bar to include math features:

- Enter a formula in a table cell
- Calculate math in a table
- Change the format of numbers in a table



For more information about tables, see *Using Tables* in *Chapter 5: Creating Documents.*

The List Bar

Use the List bar to:

- Create an index
- Create a table of contents
- Create a table of authorities
- Generate lists
- Cross-reference information

For more information about using the List features, see *Generating Lists* in *Chapter 5: Creating Documents.*

The Merge Bar

Use the Merge bar to:

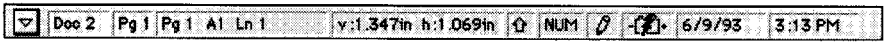
- Create a merge data file (such as an address file)
- Create a form file (such as a form letter)
- Merge multiple documents
- Merge a document with input from the keyboard
- Display merge command markers in a document (on screen or printed page)

For more information about merging, see *Merging Documents* in *Chapter 14: Saving Time with Automated Tasks.*

The Status Bar

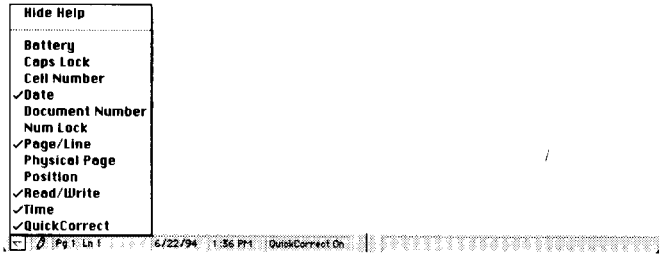
The status bar, located at the bottom of the screen, can be used to display any of the following information:

- The date and time
- The document number, page number, and line number
- The physical page number
- The position of the insertion point
- The cell number (if the insertion point is in a table)
- Caps Lock on and Numbers Lock on (when appropriate)
- Battery charge (if using a portable Macintosh)
- QuickCorrect status (on or off)



Choosing Items to Display on the Status Bar

1 From the pop-up menu on the status bar, choose the items you want to display on the status bar.



To remove an item from the status bar, simply drag it off of the bar. To move an item to a different location on the bar, drag it to the desired location.

Key Commands and Mouse Techniques

In addition to using the menus to initiate commands, you can perform many functions with either a keystroke (called a *key command*) or a mouse technique (clicking a certain area on screen).

Key Commands

You can find out what key commands are assigned to various functions by:

- Referring to the Quick Reference card
- Noting the key commands that appear on the menus
- Using the Keyboard dialog box

The Quick Reference Card

A list of key commands for the most commonly used functions appears on the *Quick Reference* card, which is included with WordPerfect 3.1 for Macintosh packages.

The keystrokes shown on the card apply only if you use the default keyboard. If you do not use the default keyboard, see *Creating a Listing of Current Key Commands* under *Customizing Keyboard Assignments* in *Chapter 15: Customizing WordPerfect* for instructions on how to print a list of key commands.

Key Commands on Menus

WordPerfect displays the key commands for many functions next to the corresponding command on the menus.

You may display additional key commands on the menus by selecting the appropriate Environment option.

1. Choose **Preferences** from the **Edit** menu, then click **Environment** in the Preferences window.
2. Choose **Extra Menu ⌘ Keys** from the **Options** menu in the dialog box, then click **OK**.

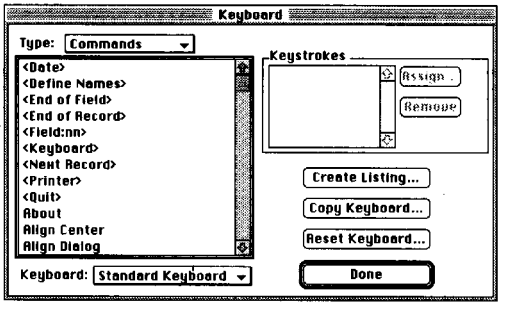
This setting remains in effect each time you use WordPerfect until you deselect the option.

Keyboard Dialog Box

In addition to other keyboard-related functions, the Keyboard dialog box allows you to look up a key command for a particular function and to create a listing of all the assigned key commands.

To look up the key command for a particular function,

1. Choose **Preferences** from the **Edit** menu, then click **Keyboard** in the Preferences window.



2. Scroll through the list box and select the desired function.

You can type the first letter of the function to move through the list more quickly.

When you select the function in the list box, the assigned key command appears in the Keystrokes box. If no key command is assigned to the selected function, you can assign one.

For information about changing key command assignments or creating a listing of all the current key command assignments, see *Customizing Keyboard Assignments* in *Chapter 15: Customizing WordPerfect* for further instructions.

Mouse Techniques

To perform this task:	Use this mouse technique:
Move through a document one line at a time	Click one of the scroll arrows.
Move through a document, scrolling continuously	Press one of the scroll arrows.
Move through a document one screen at a time	Click above or below the scroll box.
Move to the top or bottom of the document	Drag the scroll box to the top or bottom of the slider.
Open the Tabs dialog box	Double-click a tab icon on the Ruler.
Open the Paragraph Format dialog box (for First-Line Indent and Space Between Paragraphs settings)	Double-click the First-Line Indent icon (hollow triangle) on the Ruler.
Open the Margins dialog box	Double-click the margin area on the Ruler.
Open the Column Format dialog box	Double-click a column gutter on the Ruler (the gray area between columns when columns are defined).
Open the Environment dialog box	Double-click a number (or the area between numbers) on the Ruler.
Open the Graphics Editor	Click the Graphic button on the Default Button Bar.
Display the ruler bars or Button Bars	Click the appropriate buttons on the Control Bar.
Close a document	Click the close box at the upper left corner of the document window.

Dialog Boxes

Even if you are familiar with dialog boxes, some conventions used in WordPerfect may be new to you.

To familiarize you with WordPerfect's dialog box conventions, this section includes:

- Directory Dialog Boxes
- Dialog Menu Bars
- Pop-up Menus
- Moveable, Sizeable Dialog Boxes
- Command Keys in Dialog Boxes

Directory Dialog Boxes

A directory dialog box displays a list of files and folders on the current disk or in a folder and helps you locate and access the disks, folders, and files available to you.

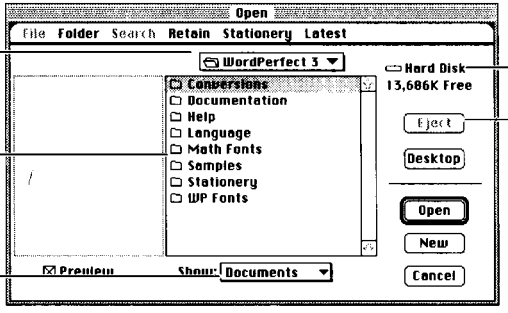
WordPerfect uses directory dialog boxes to perform filing tasks such as opening folders, changing disks, and selecting documents or files.

The Open dialog box is a typical directory dialog box.

The directory pop-up menu displays the open folder or disk.

The list box displays the files and folders in the open folder or disk.

The Show pop-up menu displays the type of files displayed in the list box.



The name of the active disk appears here.

Click Eject to eject an active floppy disk.

Using Directory Dialog Boxes

When you open a directory dialog box, the directory pop-up shows the last-used active folder or disk, and the list box shows the contents of that folder or disk.

HINT: You can set WordPerfect to show a specific folder each time you open a directory dialog box by setting a default folder for documents. See *Setting Up Default Folders* in *Chapter 15: Customizing WordPerfect.*

To use a directory dialog box,

1 Click **Desktop** to display the names of other disks (and items on the desktop).

If you do not have System 7.0 or higher, the directory dialog boxes have a Drive button instead of a Desktop button; click **Drive**.

The list box shows the items contained on the desktop or active drive. If the entire list does not fit in the list box, you can use the scroll arrows to scroll through the list.

2 Double-click each folder you want to open to continue through the hierarchy of folders.

or

If you want to open a folder or document that is at a higher level of the hierarchy, choose a higher level from the directory pop-up menu.

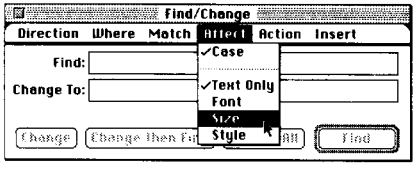
3 Continue using the directory pop-up menu and list box until you locate the folder or file you want.

HINT: The Show pop-up menu allows you to limit the files and folders that appear in the list box to specific types of files. If you want to see all types of files, choose **All** from the **Show** pop-up menu.

4 When you locate the file you want, double-click it to perform the action assigned to the dialog box (such as Open or Save).

Dialog Menu Bars

Several WordPerfect dialog boxes have dialog box menu bars. Menu bars make it possible for a dialog box to contain many options and yet remain compact and easy to use.

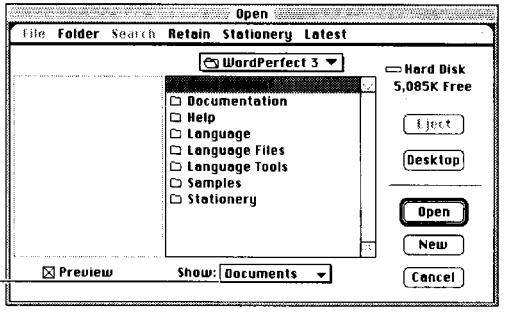


Choose an option the same way you choose a command from a regular menu.

In some menus, you can choose more than one option. A check mark appears next to each option that is selected.

Pop-up Menus

Many WordPerfect dialog boxes use pop-up menus. You can choose only one option per menu.

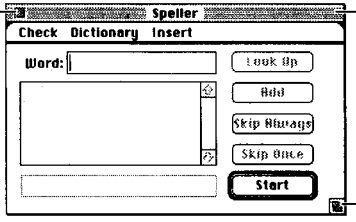


If you click a shadowed box, a menu pops up so that you can choose an option.

Moveable, Sizeable Dialog Boxes

All WordPerfect dialog boxes can be repositioned on the screen, a few can be resized, and several remain open while you work in your document. The Speller is an example of a dialog box that does all three.

The dialog box remains open until you click the close box.



Drag the title bar to move the dialog box anywhere on the screen.

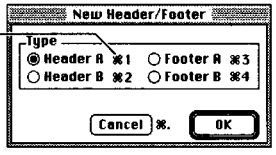
Drag the zoom box to resize the box and display a larger list of replacement words.

If you want to see the Speller window while you work on your document, reposition the dialog and resize your document so that both appear on screen. Otherwise, when you click your document, it will cover the Speller dialog.

Command Keys in Dialog Boxes

You can use keystrokes to choose buttons and options inside many dialog boxes. To see all of the available keystrokes in a dialog box, hold down the Command key while the dialog box is open.

Hold down Command to see the available keystrokes.



Libraries and the Librarian

A *Library* is a special type of file that stores styles, macros, character maps, keyboards, and Button Bars (collectively called *resources*).

The *Librarian* is a dialog box that allows you to remove, rename, or copy resources to other libraries or regular documents.

The Library

The Library file (in the System Folder: Preferences: WordPerfect folder) contains several resources; you can use them any time you work in WordPerfect.

LIBRARY (USA)

For information about additional resources included with WordPerfect, see the Read Me files in the WordPerfect: Documentation folder.

In addition to the resources provided with WordPerfect, you can also create customized resources (such as styles or macros) and store them in the Library for use with multiple documents.

For more information about creating styles or macros, see *Chapter 14: Saving Time with Automated Tasks.* For information about adding resources to the Library, see *Copying Resources to Libraries or Documents* in *Chapter 13: Using Libraries.*

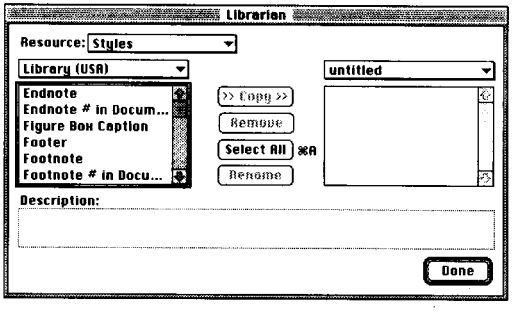
Opening the Librarian

You can use the Librarian to store resources in the Library (in the System Folder: Preferences: WordPerfect folder), another library file, or a regular document.

HINT: Use separate libraries to store resources you use occasionally. Store resources (such as macros or styles) in a regular document if you plan to use the resources only with that particular document or if you plan to use the resources with the document on another computer.

To open the Librarian,

1 Choose **Preferences** from the **Edit** menu, then click **Librarian** in the Preferences window.



The Resource pop-up menu lists the types of resources available. You can use the pop-up menus above the list boxes to open other libraries or documents. For more information, see *Chapter 13: Using Libraries.*

Formatting Codes

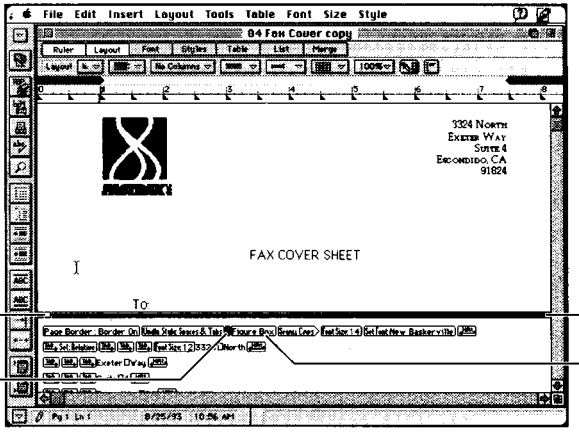
When you make formatting choices, WordPerfect stores codes in the document that determine how the document will look.

You can view and edit the formatting codes by showing the codes window. Viewing the codes can be useful if you want to delete a certain formatting code or if you want to know why your document looks the way it does.

Showing the Codes Window

To see the codes with the text of your document,

1 Choose **Show Codes** from the **Edit** menu.



Click here to close the codes window.

A vertical bar indicates the location of the insertion point.

Drag this horizontal bar up or down to resize the codes window.

A graphic is displayed as a Figure Box code in the codes window.

2 To close the codes window, choose **Hide Codes** from the **Edit** menu or click the close box on the horizontal bar.

A list of all WordPerfect codes appears in the Find Codes dialog box. See *Using Formatting Codes* in *Chapter 7: Formatting Documents* for further information about how you can use codes.

Chapter 3: Learning the Basics

45 *Typing Your First Document*

48 *Editing Your First Document*

50 *Formatting Your First Document*

53 *Drawing Your First Graphic*

59 *Saving Your First Document*

60 *Printing Your First Document*

62 *Quitting WordPerfect*

This chapter is designed to provide guided instruction through a series of brief, sequential lessons. We recommend that you complete the lessons in the order they are presented.

The lessons in this chapter take approximately 30 minutes to complete.

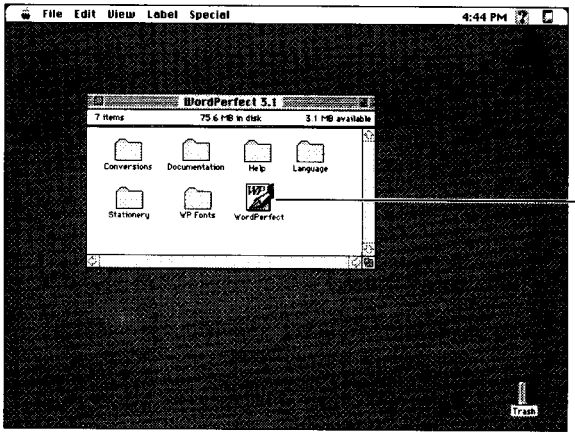
Typing Your First Document

This section includes:

- Starting WordPerfect
- Typing Text
- Inserting the Date
- Inserting More Text
- Inserting a Line

Starting WordPerfect

1 Double-click the WordPerfect application icon.



WordPerfect application icon

When you start WordPerfect, the document window opens with an untitled document, ready for you to begin typing.

Typing Text

As you type text, do not press Return at the end of each line— the text wraps automatically. Press Return once to begin a new paragraph on the next line, twice to double-space between paragraphs.

1 Type the following text. Press **Tab** twice after To:, From:, Date:, and once after Subject:. Then press **Return** three times. Do not type the date yet.

Memo

To: **Production Dept.**

From: **Nancy**

Date:

Subject: **WordPerfect**

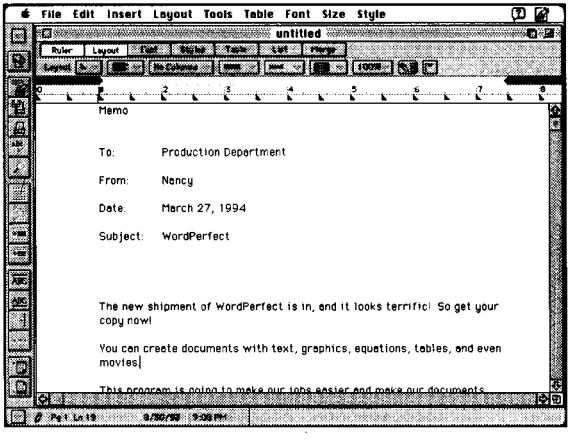
The new shipment of WordPerfect is in, and it looks terrific! So get your copy now!

You can create documents with text, graphics, equations, tables, and even movies.

This program is going to make our jobs easier and make our documents look more professional.

Inserting the Date

1 Click in the space after "Date:," then choose **Text Date/Time** from the **Insert** menu.



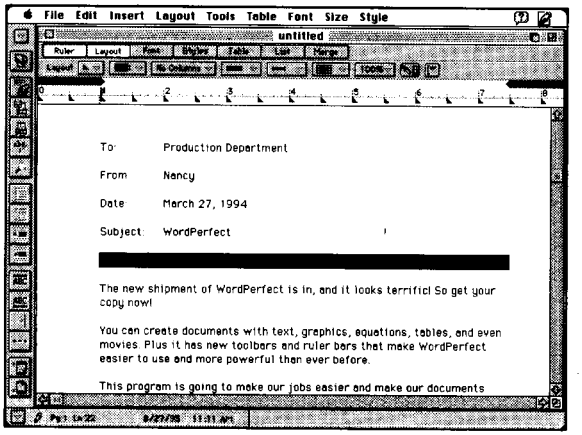
WordPerfect inserts the date as text in your document.

Inserting More Text

To insert more text in the document, first you must place the insertion point where you want the new text to appear.

1 Click in the space after "and even movies." to move the insertion point to that location.

You can also move the insertion point by pressing the arrow keys on your keyboard.



2 Press the space bar, then type **Plus it has new toolbars and ruler bars that make WordPerfect easier to use and more powerful than ever before.**

The text you type appears at the insertion point.

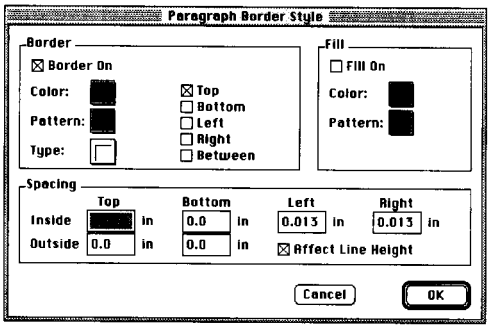
Inserting a Line

In this memo, we will create a line by placing a top border on one of the blank lines between the subject line and the text of the memo.

1 Click in the space between the subject line and the first sentence of the memo.

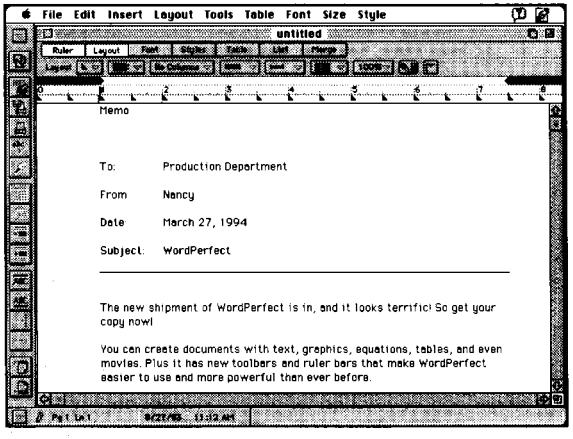
2 Choose **Borders** from the **Layout** menu, then choose **Paragraph.**

3 Deselect the **Bottom, Left,** and **Right** checkboxes to create only a top border.



4 Click **OK** to close the dialog box.

A line appears between the subject line and the first sentence.



Editing Your First Document

This section includes:

- Deleting Text
- Undoing the Last Action
- Moving Text

Deleting Text

To delete a section of text, simply select the text and press Delete (Backspace on some keyboards).

1 Select the text **So get your copy now!** in the first paragraph.

To select text, hold down the mouse button and drag the I-beam across the area you want to select.

2 Press **Delete** (**Backspace** on some keyboards) to delete the selected text.

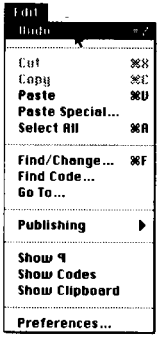
The selected text is removed from the document.

HINT: If you typed a single space between sentences, WordPerfect removes the extra spaces. If you typed double spaces between sentences, the selected text is deleted, but the extra spaces remain.

Undoing the Last Action

To restore text that you just deleted, you can *undo* the deletion.

1 Choose **Undo** from the **Edit** menu.



The text should appear as it did before you pressed Delete. The text remains selected.

Most actions, such as typing, deleting, inserting text or graphics, and changing formats like margins and tabs, can be reversed with the Undo command. WordPerfect does not let you undo an action that did not change the document. For example, you cannot undo actions such as scrolling, moving the insertion point, or selecting a draw tool.

Moving Text

There are two ways to move text. One is *Drag and Drop*. The other is *Cut and Paste*. We will use Drag and Drop in this example. For information about Cut and Paste, see *Moving Text* in *Chapter 6: Editing Documents*.

To drag and drop text,

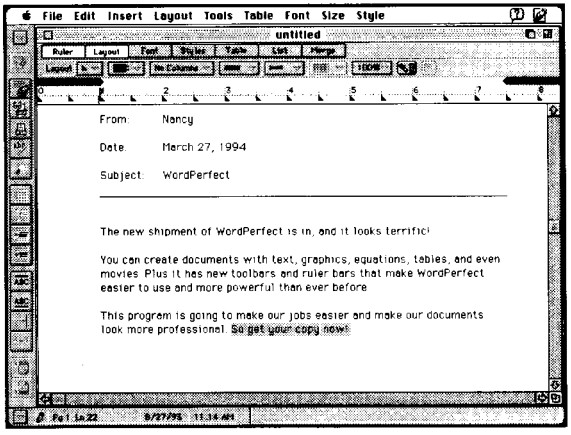
1 Make sure the sentence **So get your copy now!** is selected.

2 Drag the selection to the end of the text on the page.

The insertion point moves as you drag.

When you release the mouse button, the selected text moves to the new location and remains selected.

3 Click anywhere in the document to deselect the text.



Formatting Your First Document

This section includes:

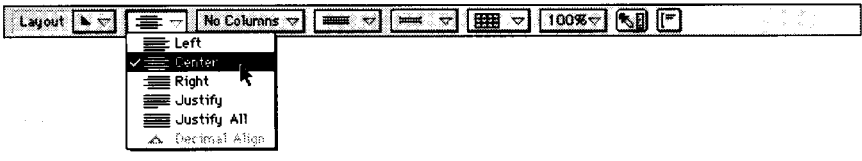
- Centering Text
- Changing the Font, Type Size, and Text Style
- Changing the Margins

Centering Text

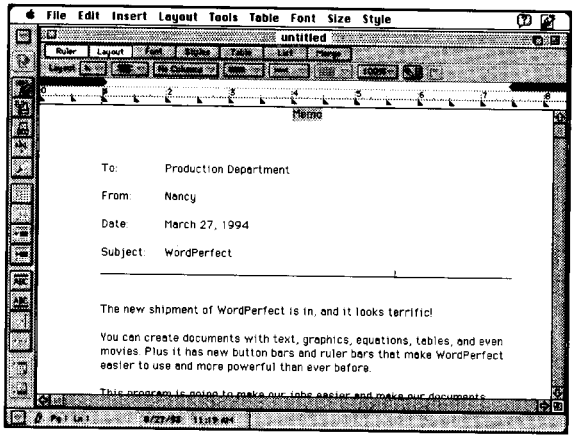
You can center text from left to right either before typing the text or after selecting the text. In this document, you will center the word "Memo."

1 Double-click the word "Memo" to select it.

2 Choose **Center** from the **Alignment** pop-up menu on the **Layout** bar.



"Memo" is centered between the left and right margins.



Changing the Font, Type Size, and Text Style

You can change the font, type size, and text style before or after typing the text.

In this memo, you will change the font, size, and style of selected text.

1. If the word "Memo" is not already selected, drag across it to select it.
2. Choose **18** from the **Size** menu.

   or

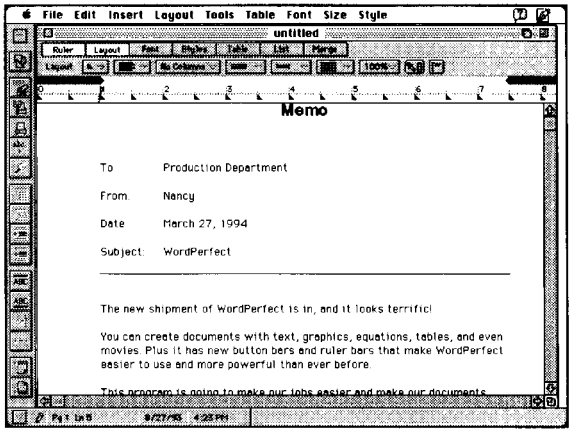
   If your monitor doesn't display the Size menu, choose **18** from the **Font** menu.
3. Choose **Bold** from the **Style** menu to change the text style to bold.
4. Choose **Helvetica** from the Font menu.

Helvetica is a font that comes with the Macintosh system. If you have removed Helvetica from your system, you may choose another font.

HINT: You can also select fonts, sizes, and text styles from the Font bar. See *The Ruler Bars* in *Chapter 2: Introducing WordPerfect* for more information about the Font bar and other ruler bars.

The word Memo appears in the new font, size, and style.

5 Click anywhere in the document to deselect the word.

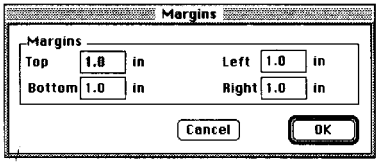


Changing the Margins

1 Choose **Margins** from the **Layout** menu.

or

Press ⌘-M.



2 Type **2** in the **Top** text box to change the top margin to 2 inches.

HINT: If you change the left and right margins, the changes take effect beginning on the line where the insertion point is located. Top and bottom margin changes affect the current page and subsequent pages.

3 Click **OK**.

The top of the memo now appears 2 inches from the top of the page. To view the change, choose Print Preview from the File menu. Click the close box when you are ready to return to the Document Editor.

HINT: You can use the Margins dialog box or the Ruler to change left and right margins. For more information, see *Formatting Pages* in *Chapter 7: Formatting Documents.*

Drawing Your First Graphic

This section includes:

- Drawing a Graphic Object
- Creating a Text Object
- Moving the Graphic

Drawing a Graphic Object

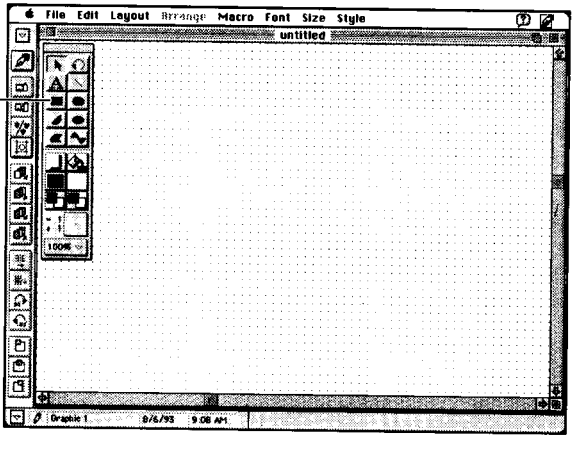
Before drawing an object, you must decide approximately where you want it to appear. In this memo, the graphic will appear to the right of the subject line, above the dividing line.

1 Place the insertion point after "WordPerfect" on the subject line of the memo.

2 Click on the **Default** Button Bar.

The drawing window opens, showing the Draw tool palette and grid.

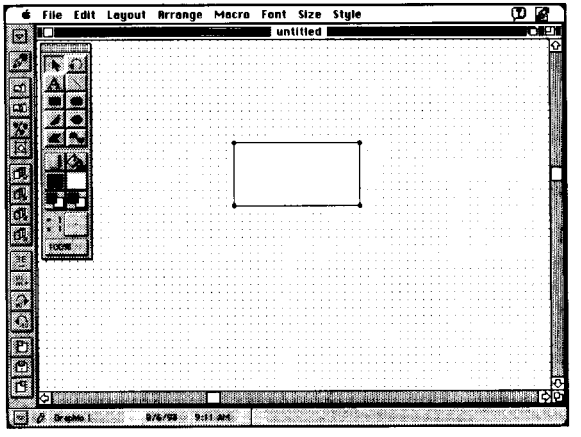
Rectangle tool



3 Click the **Rectangle** tool on the tool palette.

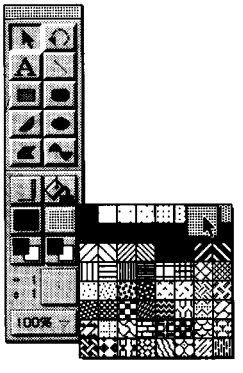
4 Drag anywhere in the grid to create a rectangle. Release the mouse button when the rectangle is approximately two inches wide and one inch high.

HINT: Use the measurements displayed on the status bar (below the document window) to gauge the size of the object as you drag.

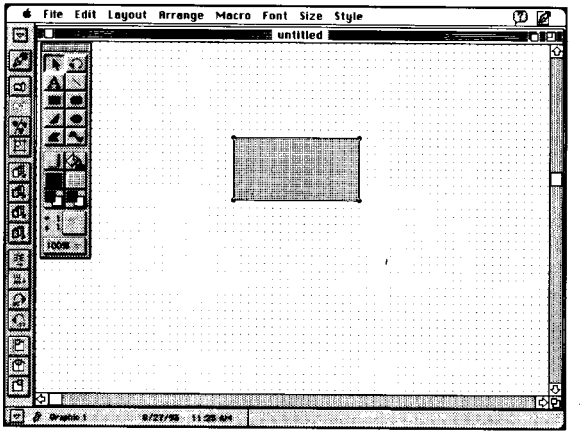


Handles appear at each corner of the object to show that it is selected.

5 Click the **Fill Pattern** tool on the tool palette, and choose a pattern for the rectangle.



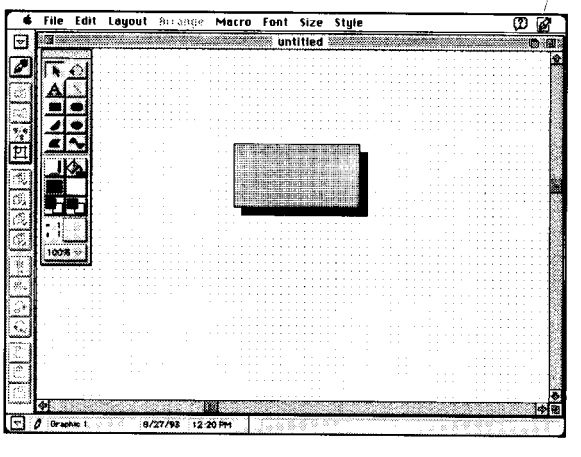
The rectangle is filled with the pattern you selected.



6 Choose **Duplicate** from the **Edit** menu to duplicate the object, then choose solid black from the **Fill Pattern** tool palette.

The second rectangle appears filled with black.

7 Choose **Move to Back** from the **Arrange** menu to move the black object to the back layer of the graphic.



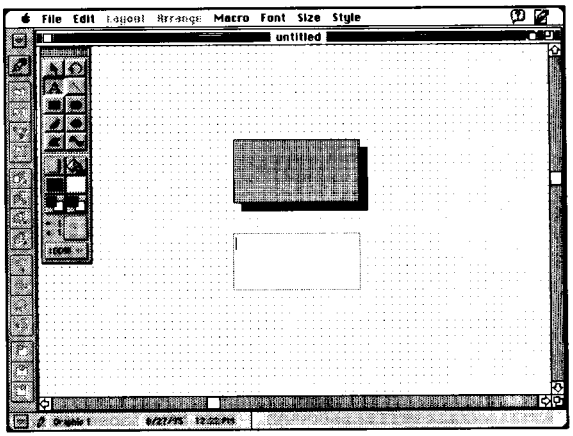
Creating a Text Object

You can include text in graphic objects by using the Text tool.

1 With the two rectangles showing in the draw window, click the **Text** tool on the tool palette.

2 Drag to create a text box below the rectangles. Release the mouse button when the text box appears slightly smaller than the top rectangle.

You can adjust the size of the text object later, if needed, by dragging one of the handles.



3 Choose **18** from the **Size** menu.

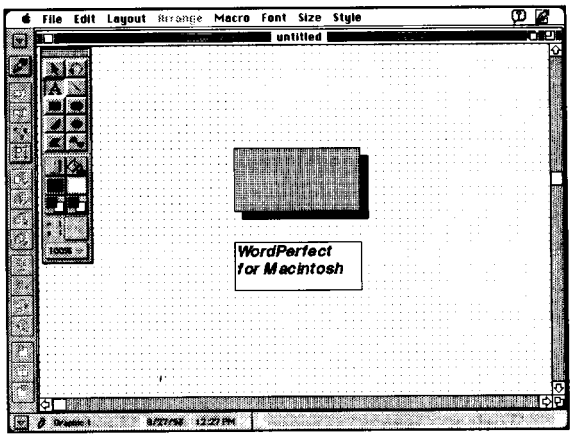
or

If your monitor doesn't display the Size menu, choose **18** from the **Font** menu.

4 Choose **Helvetica** from the **Font** menu.

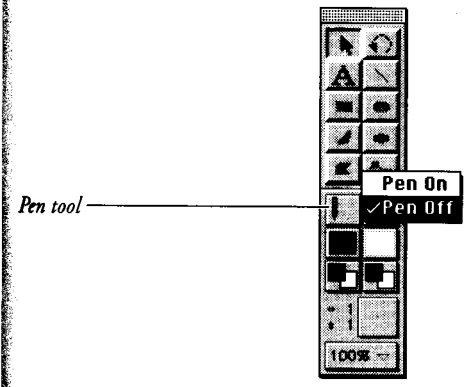
5 Choose **Italics** from the **Style** menu, then choose **Bold** from the **Style** menu

6 Type **WordPerfect for Macintosh**, then click outside the text box.



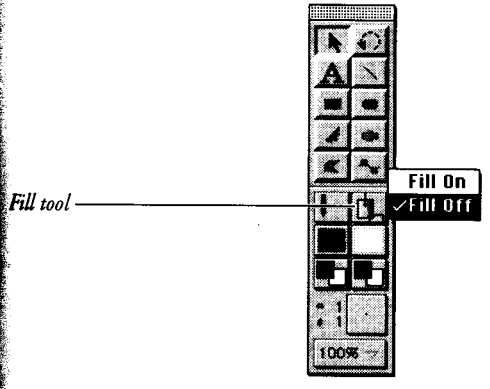
The text box appears with a solid border. If you need to adjust the size of the box, click it to select it, then drag one of the corner handles.

7 Click the text box to select it, then click the **Pen** tool on the tool palette and choose **Pen Off**.



The border is removed.

8 Click the Fill Tool icon on the tool palette, then choose **Fill Off** to remove the white background from the text box.

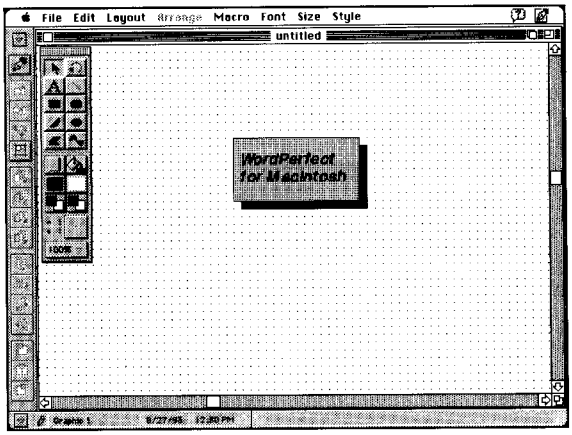


The placement of the objects can be adjusted by dragging them. Objects snap to the grid unless you turn off Grid Snap.

9 Choose **Grid Snap Off** from the **Layout** menu.

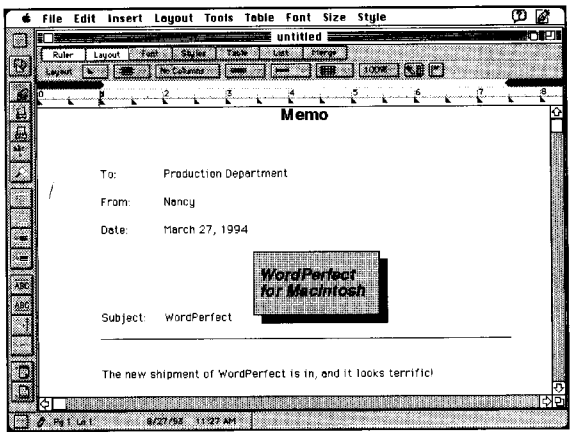
With Grid Snap off, you can place objects in between grid points.

10 Drag the text object onto the top rectangle.



11 Click on the **Graphics** Button Bar to return to the document.

The graphic appears in the document at the insertion point.

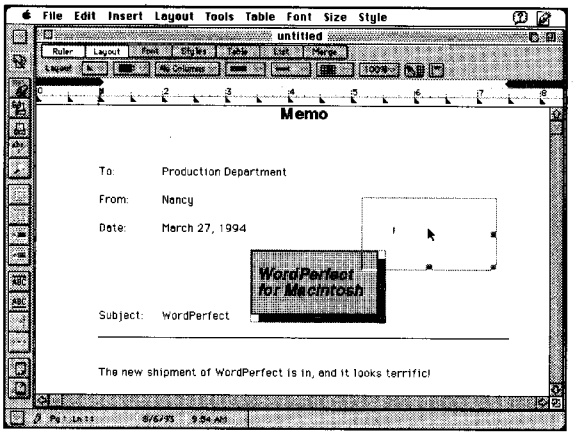


Moving the Graphic

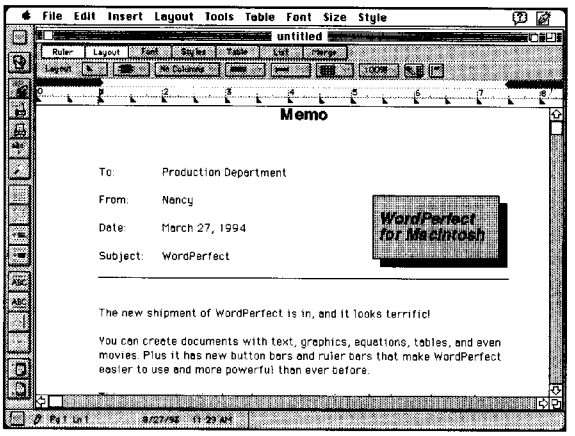
Initially, the graphic is treated like a character, so the line of text where it appears is as tall as the graphic. After you move the graphic, it becomes anchored to the page and is treated independent of the text, so the text flows around it.

1 Click the graphic to select it in the document window.

2 Drag the graphic to the area next to the right margin, even with the "From" line.



When you release the mouse button, the text reformats and the graphic appears in the new location.



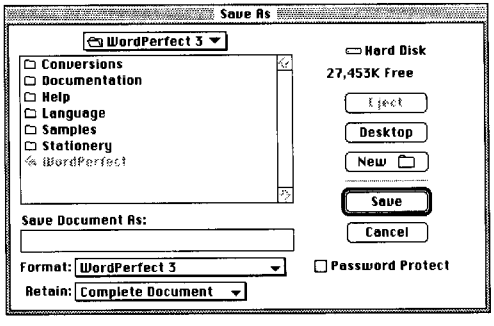
3 Click anywhere in the document to deselect the graphic.

Saving Your First Document

Even if you plan to make more changes to your document, you should save your document periodically. Saving the document stores it on your hard drive (or other disk that you specify) and protects your work in the event of a power failure or other electronic problem.

1 Choose **Save As** from the **File** menu.

The Save As dialog box appears to let you name and save the document.



2 Type **Lesson Memo** in the **Save Document As** text box.

You can use the directory pop-up menu and list box to specify a different folder or disk, or you can save the document in the current directory. For more information about directory dialog boxes, see *Dialog Boxes* in *Chapter 2: Introducing WordPerfect.*

3 Double-click **Documentation** in the directory list box to open the Documentation folder.

4 Click **Save** to close the dialog box and save the document.

The document is stored in the Documentation folder. A copy of the document remains open in the document window until you close it or quit the program.

Printing Your First Document

This section includes:

- Selecting a Printer
- Printing the Document
- Closing the Document

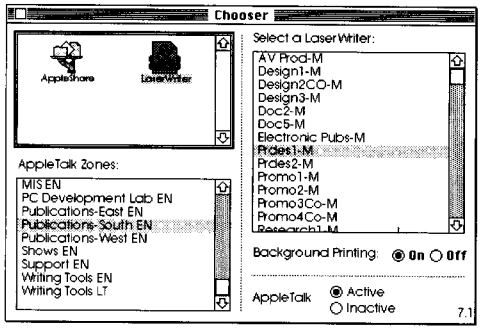
Selecting a Printer

Before you print the document, you must have a printer selected.

1 If you have not selected a printer, select **Chooser** from the ⌘ menu. If you have already selected a printer, proceed to *Printing the Document* below.

Apple's Chooser allows you to select printers and other devices.

2 Click the appropriate printer icon in the upper left box inside the Chooser, then select the printer name in the list box on the right side of the Chooser.



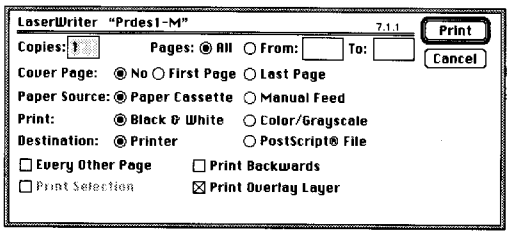
If no printers appear in the Chooser, please refer to your printer manual, your Macintosh owner's manual, or contact your Apple dealer for information about setting up a printer. For more information about selecting printers, see *Choosing a Printer* in *Chapter 9: Printing Documents.*

3 Click the close box.

Printing the Document

1 Choose **Print** from the **File** menu.

The Print dialog box appears. The appearance of this dialog box varies according to the printer you have selected and the system version you are using. For complete information about your Print dialog box, see *Chapter 9: Printing Documents*, your Macintosh owner's manual, or your printer manual.



Usually you won't need to change any of the settings in the Print dialog box.

2 Click **Print.**

One copy of the active document is sent to the printer.

Closing the Document

1 Choose **Close** from the **File** menu to close the active document

or

Click the close box at the upper left corner of the document window.

Quitting WordPerfect

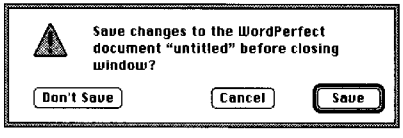
When you are finished using WordPerfect,

1 Choose **Quit** from the **File** menu.

or

Press ⌘-Q.

If you made changes to the document since you saved it, an alert box appears to let you save the changes.



If you choose Save, WordPerfect will save the current version of the active document and return you to the desktop.

Chapter 4: Sample Documents

65 *Memo*

66 *Business Letter*

67 *Envelope*

68 *Fax Cover*

69 *Report*

70 *Resume*

71 *Newsletter*

72 *Form Letter*

73 *Script*

Memo

Center-aligned document title

Right-aligned tab for headings

Paragraph (top) border to place a line across the page

Bullet List button to add bullets to a list

Indent button to indent a list

MEMORANDUM

To: All Employees

From: Sid Hovitz, Research and Development

Date: April 12, 1993

Subject: The Need for Discretion

It has come to the attention of the board that several key specifications for our latest competition in-line skate have found their way to the in boxes of members of the trade press. This is by no means a disaster; however, it is a little premature at this point. Please keep in mind the following points when working on, discussing, or answering questions about our product.

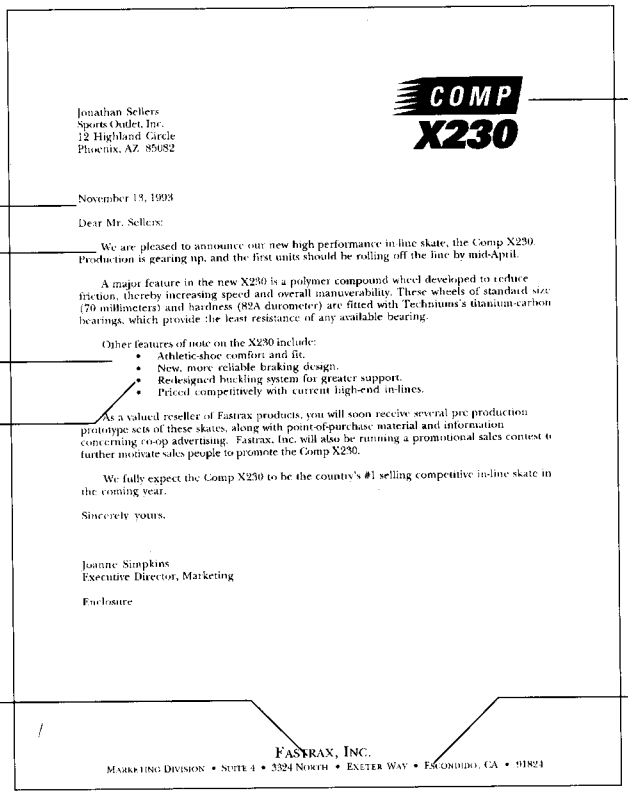
- Calls from members of the press should be relered to Steve Hansen in Public Relations.
- Keep any development, spec, or marketing documents in a secure, lorked place.
- Report any unauthorized visitors, questionable incoming calls and correspondence to security.
- Refrain from discussing anything related to this project in areas outside company walls.

If we all heed these suggestions, we're confident that our newest product will not only be a surprise to the competition, but will allow our marketing division the best environment in which to launch a successful sales campaign.

HINT: The Memo stationery in the Stationery folder can help you create a similar memo.

HINT: Refer to *The Button Bars* in *Chapter 2: Introducing WordPerfect* for more information about the buttons in the WordPerfect Document Editor.

Business Letter



Jonathan Sellers
Sports Outlet, Inc.
12 Highland Circle
Phoenix, AZ 85082

COMP X230

November 13, 1993

Dear Mr. Sellers:

We are pleased to announce our new high performance in-line skate, the Comp X230. Production is gearing up, and the first units should be rolling off the line by mid-April.

A major feature in the new X230 is a polymer compound wheel developed to reduce friction, thereby increasing speed and overall manuverability. These wheels of standard size (70 millimeters) and hardness (82A durometer) are fitted with Techniums's titanium-carbon bearings, which provide the least resistance of any available bearing.

Other features of note on the X230 include:

- Athletic-shoe comfort and fit.
- New, more reliable braking design.
- Redesigned buckling system for greater support.
- Priced competitively with current high-end in-lines.

As a valued reseller of Fastrax products, you will soon receive several pre production prototype sets of these skates, along with point-of-purchase material and information concerning co-op advertising. Fastrax, Inc. will also be running a promotional sales contest to further motivate sales people to promote the Comp X230.

We fully expect the Comp X230 to be the country's #1 selling competitive in-line skate in the coming year.

Sincerely yours,

Joanne Simpkins
Executive Director, Marketing

Enclosure

FASTRAX, INC.
MARKETING DIVISION • SUITE 4 • 3324 NORTH • EXETER WAY • ESCONDIDO, CA • 91824

Graphic created with WordPerfect's Graphic Editor (a polygon and two text objects)

Text Date/Time

First-line indent to indent the first line of each paragraph

Bullet List button to add bullets to a list

Indent button to indent a list

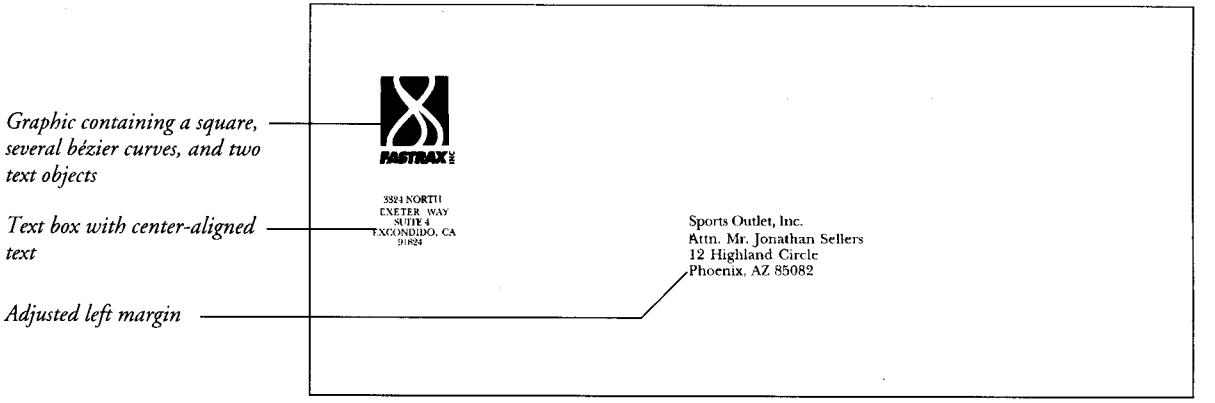
Footer A with center-aligned text

Insert Symbols to place a bullet in text

HINT: You can use the Graphics Editor to create a graphic, or you can insert an existing graphic. See *Chapter 10: Working with Graphics* for more information.

HINT: The Letter stationery in the Stationery folder can help you create a similar letter.

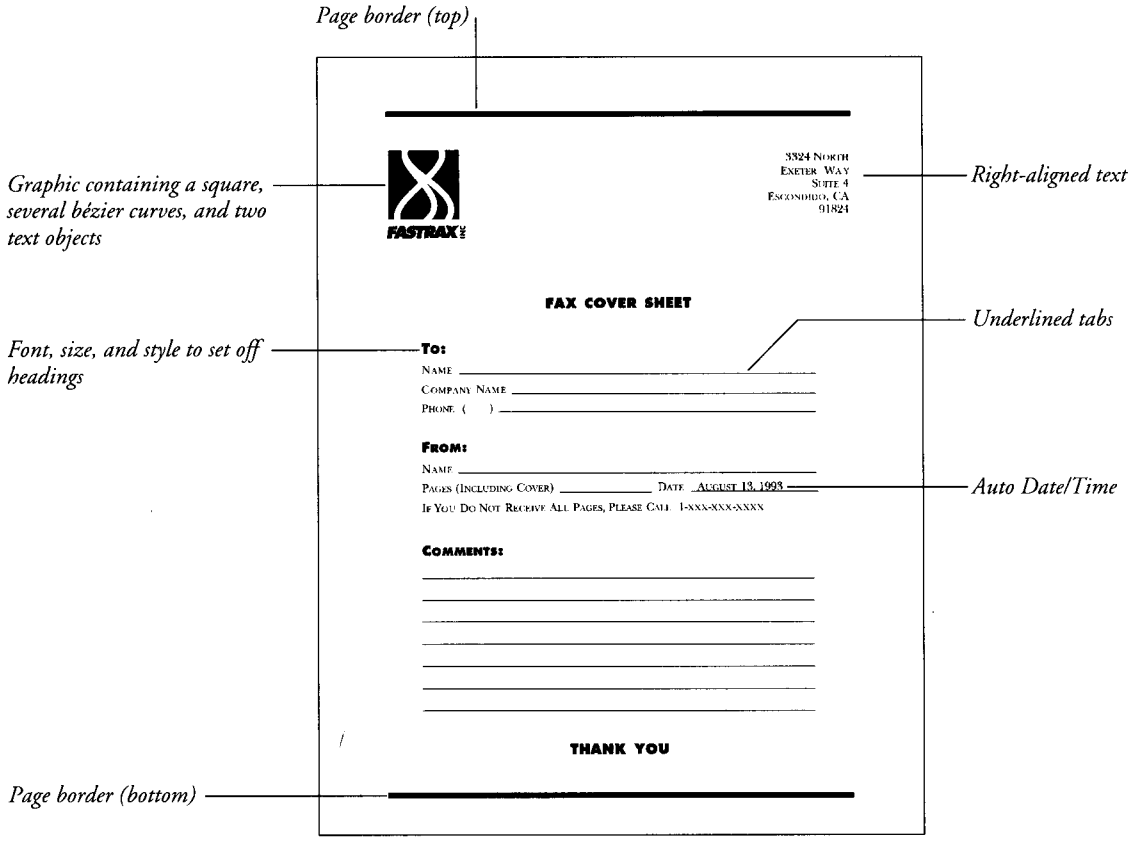
Envelope



HINT: Landscape orientation (in Page Setup) is required for printing envelopes on some printers.

HINT: The Envelope stationery in the Stationery folder can help you create an envelope. You can also use the Envelopes macro. See *Creating Envelopes* in *Chapter 5: Creating Documents* for instructions on using the macro to create envelopes.

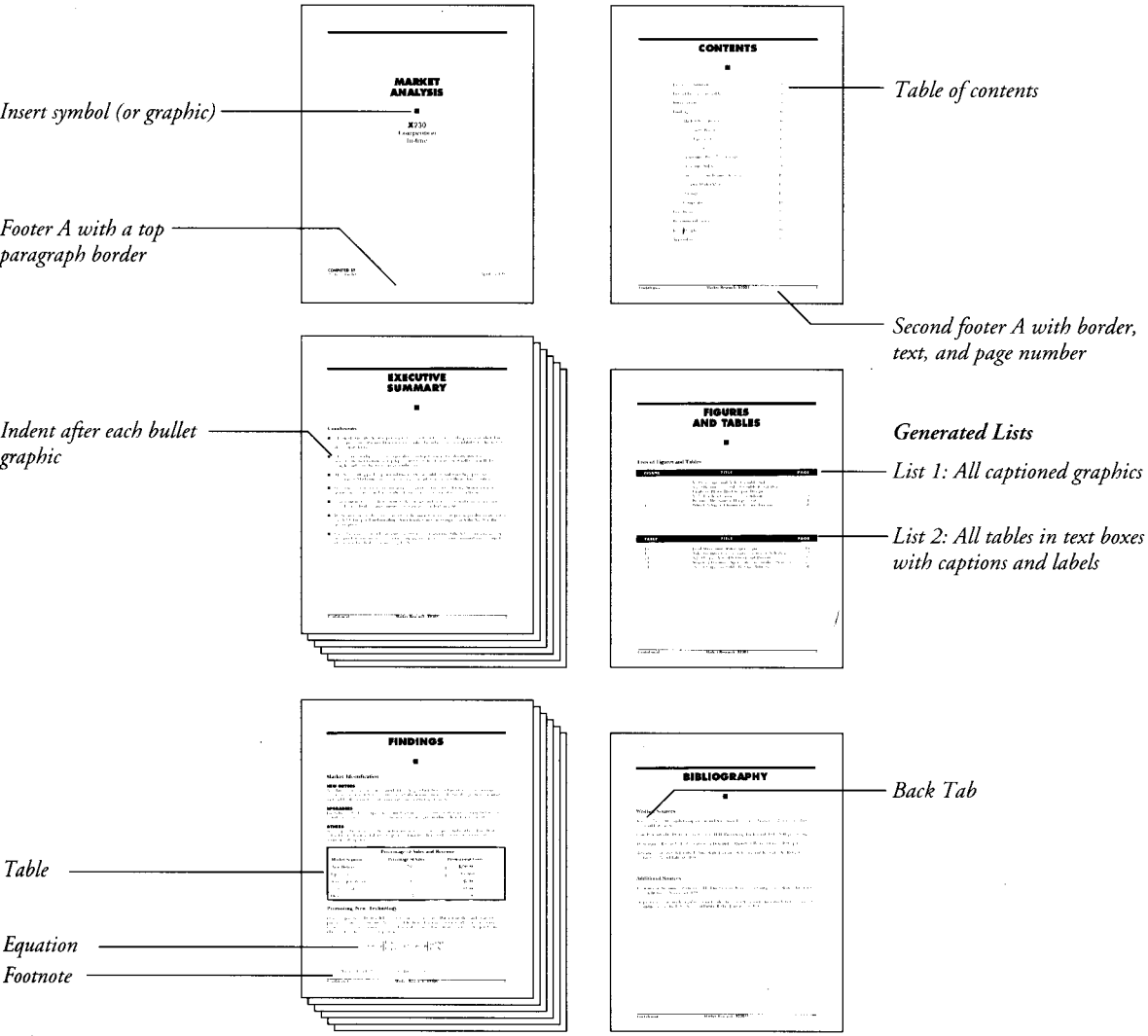
Fax Cover



HINT: Lines can be created with underlined tabs, top or bottom paragraph borders, or graphic lines.

HINT: The Fax Cover Sheet stationery in the Stationery folder can help you create a fax cover sheet.

Report



HINT: Use formatting styles to make headings consistent. See *Formatting with Styles* in *Chapter 14: Saving Time with Automated Tasks* for more information.

HINT: If you use the Table of Contents, Generated List, or Cross-reference features, WordPerfect updates the page numbers each time you generate.

HINT: Use the Footnote feature to place a footnote number in text and properly place the footnote at the bottom of the page. Use endnotes for notes at the end of a document.

Resume

Adjusted left margin

Two parallel columns

Replicated circle in draw overlay

Font, size, and style to set off heading

Bold text style

Joanne Russell Simpkins
6435 Camino Del Rio North
Solana Beach, CA 92130
(415) 723-4524

PROFESSIONAL EXPERIENCE

Vice-president of Marketing • 9/89 – Present
International Recreation Products, Ltd., Del Mar , CA

Oversee and direct world-wide marketing of 82 products. Have established and maintained sales force of over 500 people in 13 countries, set up distribution channels and developed reseller contacts. Responsible for coordinating marketing, promotional, and production so that products release in a timely manner at a level of quality consistent with our marketing claims. Recently managed the production and marketing of a new line of merchandise that captured 18% of the market share after only six months on the market.

Director of Advertising • 12/85 – 3/87
RadGear, Inc., San Diego, CA

Key responsibilities included: managing advertising/promotion department with staff of seven; overseeing all aspects of promotion, advertising, and publicity. Research showed that media campaigns under my direction increased market share by over 38%, accounting for $150 million/year revenue.

Assistant Director of Public Relations • 9/82 – 10/85
Snyder and Whitman, Washington, D.C.

Assisted in directing public relations for one of the country's largest accounting firms. Responsible for the company's exposure to the Washington business and cultural communities. Arranged the appropriate business, media, and social events for the firm.

SKILLS

Excellent knowledge of several computer programs (design, page layout, word processing, database, spreadsheet) on both Macintosh and DOS platforms.

EDUCATION

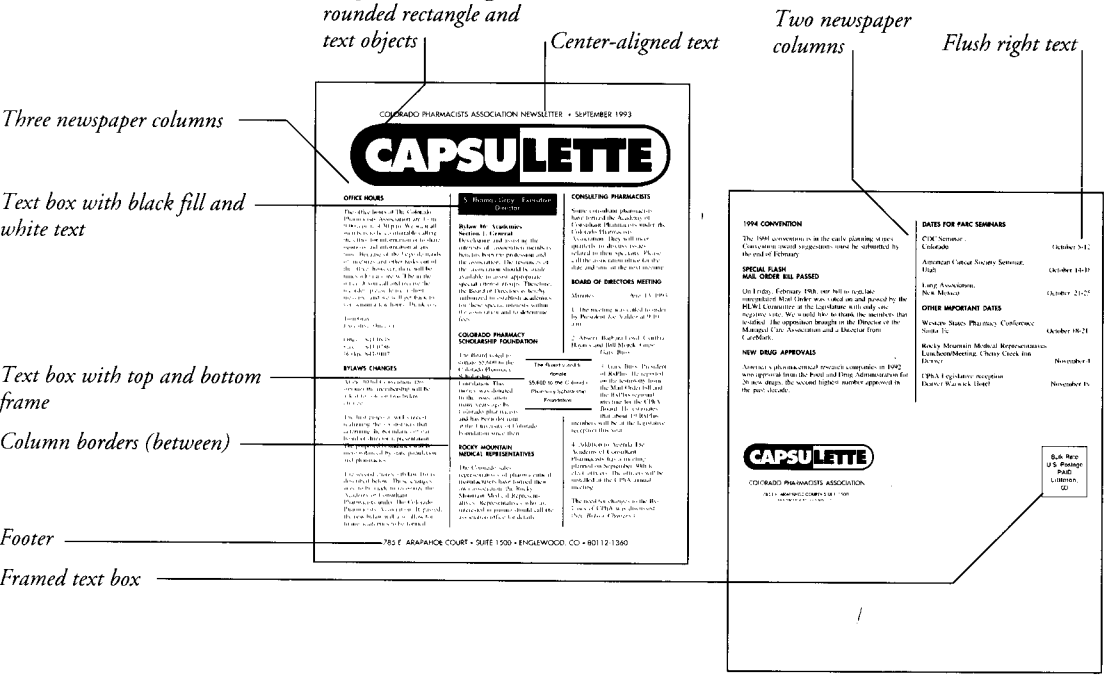
Masters of Business Administration, 1989
University of North Carolina–Chapel Hill

Bachelor of Arts in Public Relations, 1982
University of Maryland–College Park

REFERENCES

Upon request.

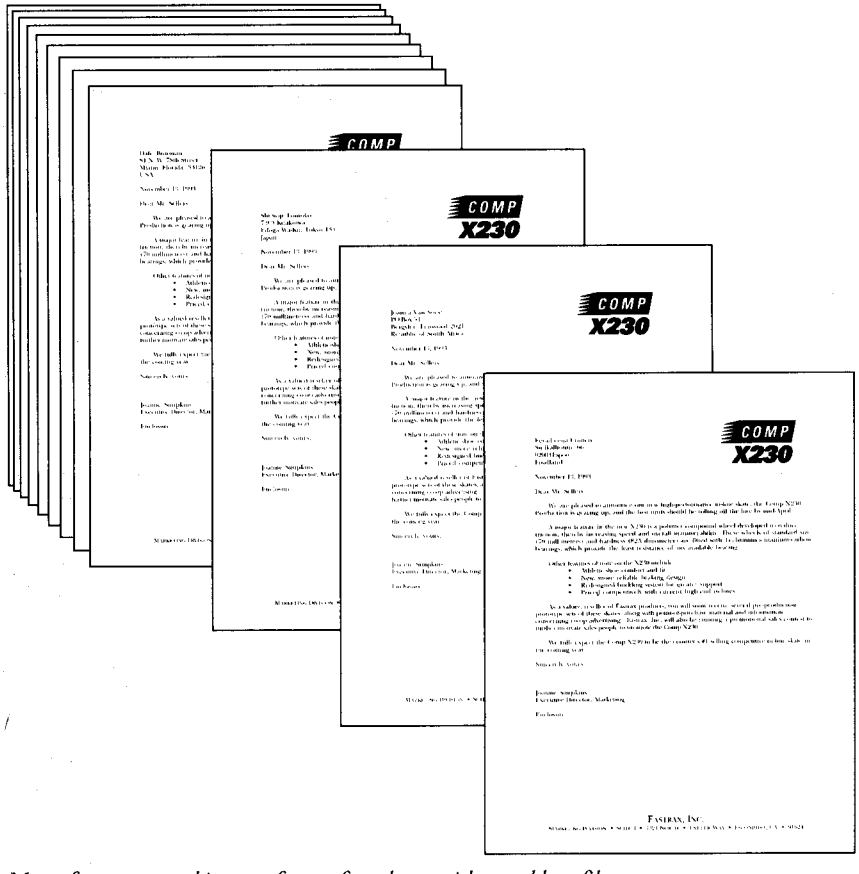
Newsletter



HINT: Use formatting styles to make headings consistent. See *Formatting with Styles* in *Chapter 14: Saving Time with Automated Tasks* for more information.

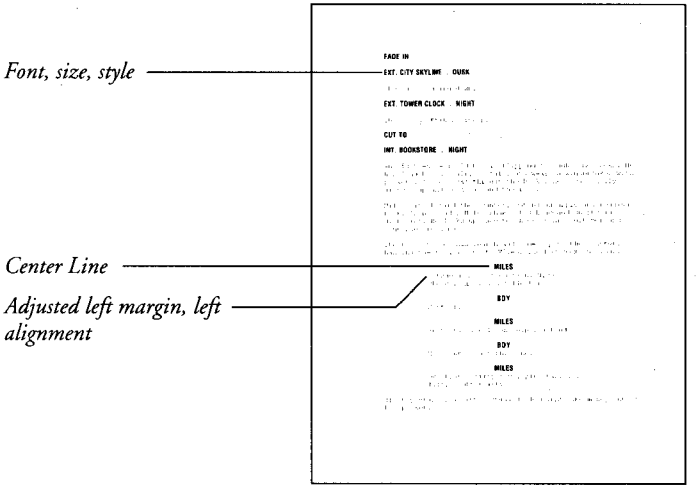
HINT: Press ⌘-**Shift-Z** to place text flush with the right margin.

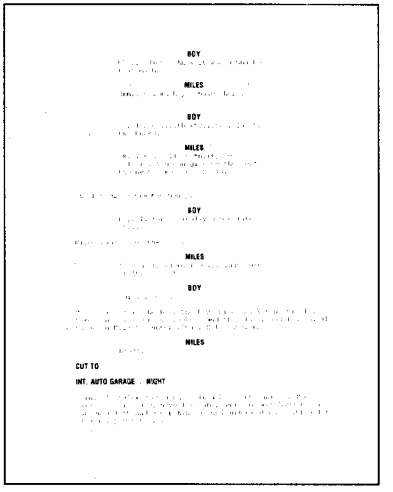
Form Letter



Merge feature to combine text from a form letter with an address file

HINT: To create a form letter for mass mailing, create a form file containing the text of the letter and a data file containing the addresses. See *Merging Documents* in *Chapter 14: Saving Time with Automated Tasks* for more information.





HINT: You may want to create formatting styles or macros to save time with repeated formatting changes. Then you can change all the desired formats with a single keystroke. See *Formatting with Styles* or *Automating Tasks with Macros* in *Chapter 14: Saving Time with Automated Tasks.*

Chapter 5: Creating Documents

77 *Entering Text*

81 *Changing Basic Formatting*

83 *Changing the View Size*

83 *Creating a Table of Contents*

86 *Creating Outlines*

92 *Creating Bulleted Lists*

94 *Using Tables*

106 *Adding Headers or Footers*

112 *Adding Footnotes*

118 *Adding Endnotes*

122 *Adding Page Numbers*

128 *Adding Text Boxes*

140 *Cross-Referencing Information*

144 *Creating a Table of Authorities*

149 *Generating Lists*

156 *Creating an Index*

161 *Creating Envelopes*

Entering Text

This section includes:

- Inserting Text from Keyboard
- Inserting Text from Existing Documents
- Inserting Symbols or Special Characters
- Inserting the Date/Time
- Inserting Numbers
- Inserting Page Numbers as Text

Inserting Text from Keyboard

You can insert text from the keyboard whenever you have an open document in the document window. If you want to open a new document, choose **New** from the **File** menu.

1 Position the insertion point where you want the text to be inserted.

2 Type text using the keyboard.

HINT: Do not press Return at the end of every line. The text wraps automatically.

Press **Return** once when you want to begin a new paragraph on the next line, twice to leave a blank line between paragraphs.

To indent the first line in a paragraph, press **Tab**. To indent the entire paragraph, choose **Indent** from the **Insert** menu or press **Option-Tab**.

If you want to start a new page before you have completely filled the page you are working on, insert a *hard page break* by pressing **⌘-Return** (or by choosing **Page Break** from the **Insert** menu).

Inserting Text From Existing Documents

You can insert an entire document or part of an existing document into the current document. Step-by-step instructions are outlined below.

To insert only part of an existing document, and *link* the two documents so that both will be updated when you edit one, use the Publish and Subscribe feature (System 7.0 or later). See *Sharing Information Using Publish and Subscribe* in *Chapter 14: Saving Time with Automated Tasks.*

Inserting Entire Documents

To insert an existing document into the current document,

1 Place the insertion point where you want the document to be inserted.

2 Choose **Insert File** from the **File** menu.

3 Select the document you want to insert.

If the document name does not appear in the list box, use the directory pop-up menu, list box, or the Show pop-up menu to locate the document. For more information about using directory dialog boxes, see *Dialog Boxes* in *Chapter 2: Introducing WordPerfect.*

4 Click **Insert**.

The document you selected is inserted at the insertion point.

Inserting Parts of Existing Documents

To insert part of an existing document, copy the part you want to insert, then paste it where you want it inserted.

1 Open the document that contains the information you want to copy.

If you need specific instructions on opening a document, see *Opening Documents* in *Chapter 6: Editing Documents.*

2 Select the part of the document you want to copy.

3 Choose **Copy** from the **Edit** menu.

or

Press ⌘-C.

The selected text is copied to the Clipboard.

HINT: You can view the contents of the Clipboard by choosing Show Clipboard from the Edit menu.

4 Open the document into which you want to copy the information from the Clipboard.

HINT: Choose the document name from the pop-up menu if the document you want to copy to is already open.

5 Place the insertion point where you want to insert the copied text.

6 Choose **Paste** from the **Edit** menu.

or

Press ⌘-V.

The copied text is pasted into the active document at the insertion point.

You can also use Copy and Paste to insert graphics or equations in the active document. For more information about graphics or equations, see *Chapter 10: Working with Graphics* or *Chapter 11: Working with Equations.*

Inserting Symbols or Special Characters

You can use many symbols and characters that don't appear on your keyboard.

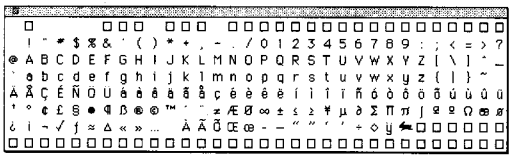
1 Place the insertion point where you want to insert a symbol or character.

2 Choose **Symbols** from the **Insert** menu.

The character map appears. The symbols and characters that are available vary according to the font you have selected.

3 Click a character to insert it into the document.

You can insert as many characters as you like. The character map remains open until you click the close box.



HINT: Boxes usually represent characters that aren't available in the selected font.

Key Caps

If you have Apple's Key Caps desk accessory, you can find out which key commands will insert various characters. For more information about Key Caps, see your Macintosh owner's manual.

Smart Quotes

When you type quotation marks, WordPerfect inserts *smart quotes* (curly quotes). If you prefer straight quotes, change the QuickCorrect options. For more information, see *Using QuickCorrect* in *Chapter 12: Using Language Tools.*

Inserting the Date/Time

You can enter the current date/time in your document quickly by using one of the date/time features. Use the Text Date/Time command to insert the date/time as text in your document. Use the Auto Date/Time command to insert a date/time function that updates each time you open the document.

Inserting Text Date/Time

To insert the date or time as text in your document,

1. Place the insertion point where you want to insert the date/time.
2. Choose **Text Date/Time** from the **Insert** menu.

   or

   Press ⌘-Shift-D.

Inserting Auto Date/Time

To insert a date or time that will update each time you open the document,

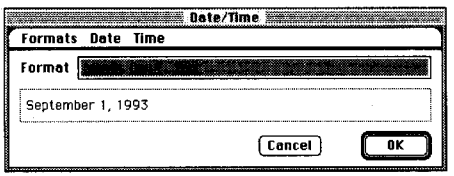
1. Place the insertion point where you want to insert the auto date/time.
2. Choose **Auto date/time** from the **Insert** menu.

Formatting the Date/Time

You can choose one of several preset formats for the date/time, or you can create your own format.

To change the date/time format,

1 Choose **Preferences** from the **Edit** menu, then click **Date/Time** in the Preferences window.



2 Choose a preset format from the **Formats** menu in the dialog box.

or

Create your own format using the **Date** and **Time** menus in the dialog box.

3 Click **OK**.

Changing the Date/Time

WordPerfect uses the date and time set in the General Controls control panel. If you need to change the date or time, choose Control Panels from the ◆ menu, double-click General Controls, then make the necessary changes. See your Macintosh owner's manual for more information.

Inserting Numbers

You can insert numbers in your documents by using the regular numbers on the keyboard or by turning on Num Lock and using the numeric keypad.

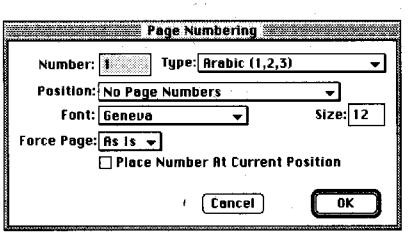
Num Lock

Num Lock is on by default. To turn it off (or on), press **Shift-Num Lock**. (The Num Lock key is in the upper left corner of the numeric keypad.) WordPerfect "remembers" the current setting, so it will stay the same until you turn Num Lock on or off again.

Inserting Page Numbers as Text

If you want to insert the current page number in the text of your document,

1 Choose **Page Numbers** from the **Layout** menu.



2 Click **Place Number At Current Position**, then click **OK**.

The current page number is inserted in the text of your document.

If you later edit the document and the number appears on a different page, WordPerfect automatically updates the number.

HINT: Do not use this feature to number your pages. See *Adding Page Numbers* later in this chapter.

HINT: If you want to insert a page number other than the current page number in the text of your document, as you would when cross-referencing text, see *Cross-Referencing Information* later in this chapter.

Changing Basic Formatting

When you begin a document, you may want to change some of the basic formatting.

This section includes:

- Setting the Font
- Setting Tabs
- Setting the Margins

For complete information on these and other formatting options, see *Chapter 7: Formatting Documents.*

Setting the Font

1 Choose the font you want to use from the **Font** menu.

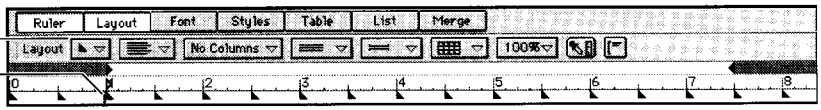
The font (or typeface) you choose determines how the text will appear on screen and on the printed page.

The Macintosh system comes with a small selection of fonts. WordPerfect also provides a number of fonts available for your use. Additional font packages can be purchased from an Apple dealer.

For more information about fonts, including the default font and font size, see *Formatting Characters* in *Chapter 7: Formatting Documents* and the *WordPerfect Read Me* file in the WordPerfect 3.1:Documentation folder.

Setting Tabs

By default, WordPerfect sets tab stops at every half inch. You can change your tabs easily using the Ruler.



Tab pop-up menu

Tab icons appear every half inch.

To do this:	Do this:
Add a tab to the Ruler	Choose the type of tab from the **Tabs** pop-up menu on the **Layout** bar, then click the **Ruler** where you want to place the tab.
Remove a tab from the Ruler	Drag the tab icon off the Ruler.
Clear the Ruler of all tabs	Choose **Clear Tabs** from the **Tabs** pop-up menu on the **Layout** bar.

HINT: You can also use the Tabs dialog box to add tabs to the Ruler. See *Formatting Lines and Paragraphs* in *Chapter 7: Formatting Documents* for more information.

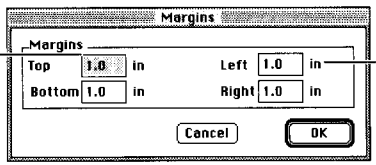
Setting the Margins

By default, WordPerfect uses one-inch margins. If you want to set different margins for the active document,

1 Move the insertion point to the position where you want the change to begin.

Changes to the top and bottom margins take effect on the current page. Changes to the left and right margins begin with the paragraph where the insertion point is located.

2 Choose **Margins** from the **Layout** menu.



Type the margins you want in the appropriate text boxes.

To change the unit of measurement, click the unit abbreviation, then choose an option from the pop-up menu.

3 Type new margins in the **Top**, **Bottom**, **Left**, or **Right** text boxes.

HINT: You can also drag the margin markers on the Ruler to change the left and right margins.

If you set very narrow margins, some text may not print, depending on the printer you use and its capabilities. For more information about margins, see *Formatting Pages* in *Chapter 7: Formatting Documents.*

Changing the View Size

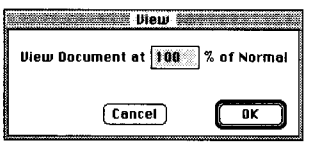
Use the Zoom menu on the Layout bar to change the view size in the Document Editor. When the view size is changed, making the document appear larger or smaller on screen, you can still edit and format your document.

HINT: To change the view size in the Graphic or Equation editors, use on the tool palette.

To change the view size in the Document Editor,

1 Choose a percentage from the pop-up menu on the **Layout** bar.

If you want to see a full page on screen, choose **Full Page**. If you want to see the page at a magnification that is not listed on the pop-up menu, choose **Other** to open the **View** dialog box, then type the percentage you want.



2 To return the document to normal size, choose **100%** from the pop-up menu.

Creating a Table of Contents

Use the List dialog box to easily create a table of contents that can be updated with a click of the mouse.

Rather than typing the entire table of contents with page numbers, you simply follow three steps: define the location and style of the table of contents, mark the text you want to appear in the table, and generate the table.

This section includes:

- Defining the Location and Style of the Table of Contents
- Marking the Text
- Generating the Table of Contents

HINT: You can also use the List bar to perform List functions, such as creating a table of contents. For more information about the List bar, see *The Ruler Bars* in *Chapter 2: Introducing WordPerfect.*

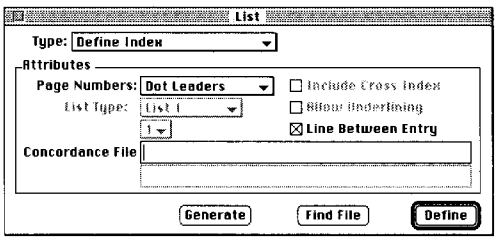
Defining the Location and Style of the Table of Contents

1 Place the insertion point where you want the table of contents to appear.

2 Choose **List** from the **Tools** menu.

or

Press ⌘-J.



3 Choose **Define Table of Contents** from the **Type** pop-up menu.

PROBLEM? If Define Table of Contents is dimmed, deselect text that is selected in the document.

4 From the **Max Level** pop-up menu, choose the maximum number of levels you want in your table of contents.

You can use as many as five levels in your table of contents. When you generate the table, each level begins at the next tab to the right. You can change the tab settings to change the indentation of each level.

5 Choose a numbering style for each level.

To choose a numbering style for a level, first choose the level from the **Level Format** pop-up menu, then choose the numbering style for that level from the **Page Numbers** pop-up menu.

You can choose from one of these five numbering styles:

(No Numbers)	Entry	
Follows Entry	Entry 2	
() Follows Entry	Entry (2)	
Flush Right	Entry	2
Dot Leaders	Entry	2

6 Select any other options you want.

HINT: Wrap Last Level places the page numbers directly after the entries for the last level. Entries for the last level are separated by commas instead of hard returns.

7 Click **Define**.

A << <<Table of Contents Generated Here>> >> message appears in your document. This message will be replaced with the table of contents when you generate the table.

With the table of contents defined, you are ready to mark the text that you want to appear in the table of contents.

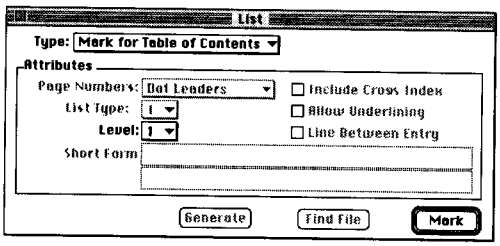
Marking the Text

1 Select the text you want to include in the table of contents.

2 Choose **List** from the **Tools** menu.

HINT: The List dialog box remains open until you click the close box. You may want to reposition the dialog box and resize your document so that both fit on your screen at the same time.

3 Choose **Mark for Table of Contents** from the **Type** pop-up menu.



4 Choose a level from the **Level** pop-up menu.

5 Click **Mark** to mark the selected text.

HINT: When the List bar is displayed, WordPerfect displays symbols that indicate which text is marked. To display the List bar, click **List** on the **Control Bar**. You can also display the symbols by choosing **Show ¶** from the **Edit** menu.

6 Repeat steps 1 through 5 until you have marked all the text you want to include in the table of contents.

HINT: If you repositioned the List dialog box to be visible while marking text in the document, you can click the dialog box to activate it in place of step 2.

When you have finished marking text for the table of contents and have defined its location and style, you are ready to generate the table.

Removing Markings • If you decide you don't want the table of contents to include text that you have marked, you must remove the marking. Use the codes window to locate the marking codes and delete them, or use the Find Code feature. See *Using Formatting Codes* in *Chapter 7: Formatting Documents* for more information.

Generating the Table of Contents

Before generating the Table of Contents, you must define its location and style and mark the text you want to appear in the table, as explained above.

1 Choose **List** from the **Tools** menu.

2 Click **Generate** to gather the marked text and page numbers for the table of contents.

HINT: You can also click **Generate** on the **List** bar in place of steps 1 and 2.

An alert box appears to warn you that WordPerfect will update and replace all existing tables of contents, lists, and indexes when you click OK. Tables of authorities and cross-references will also be updated.

3 Click **OK** to continue.

As the table of contents is being compiled, a counter appears to indicate its progress.

You can make changes to the table of contents after it is generated, but if you generate later, the original table of contents will be replaced.

Creating Outlines

Use the Outlining feature to number paragraphs or to create outlines that will automatically renumber when you add or delete outline items.

If you want to number each paragraph of the outline and have each level indented one tab stop to the right of the previous level, as shown in the following outline, see *Numbering Every Paragraph* below.

Annual Advertising Report

I. Introduction

II. Importance of Entertainment
  A. Entertainment/Memory
  B. Ad/Brand Attitude
    1. Ad Examples
      a. Razor Ad
      b. Soap Ad
    2. Graph

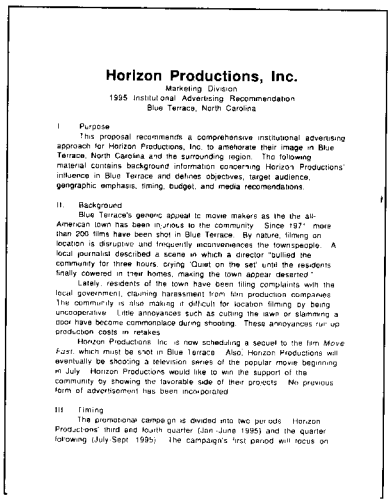
III. Making an Impression
  A. Employing Novel Stimuli
    1. Quote
    2. Graphs
      a. Stimuli Effectiveness
      b. Stimuli and Response
  B. Exploiting Insecurities
    1. Quote
    2. Graph

IV. The Creative Leap
  A. Trusting Intuition
    1. Ad
    2. Quote
  B. Trusting Humor and Passion
    1. Quote
    2. Ad Examples
      a. Monk Ad
      b. Drug Ad

V. Summary

The above outline uses the default numbering style and four levels. You can customize the numbering style, and you can use as many as eight levels.

If you want to number only specific paragraphs, or if you want to use more than one numbering style on a single outline level, as shown in the following two outlines, see *Inserting a Single Outline Number* later in this section.

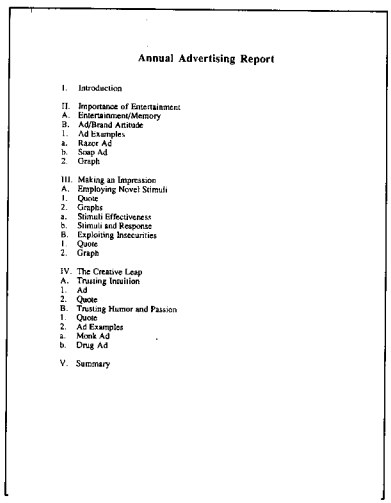


Horizon Productions, Inc.
Marketing Division
1995 Institutional Advertising Recommendation
Blue Terrace, North Carolina

I. Purpose
This proposal recommends a comprehensive institutional advertising approach for Horizon Productions, Inc. to ameliorate their image in Blue Terrace, North Carolina and the surrounding region. The following material contains background information concerning Horizon Productions' influence in Blue Terrace and defines objectives, target audience, geographic emphasis, timing, budget, and media recommendations.

II. Background
Blue Terrace's generic appeal to movie makers as the the all-American town has been injurious to the community. Since 197- more than 200 films have been shot in Blue Terrace. By nature, filming on location is disruptive and frequently inconveniences the townspeople. A local journalist described a scene in which a director "bullied the community for three hours, crying 'Quiet on the set' until the residents totally cowered in their homes, making the town appear deserted."
Lately, residents of the town have been filing complaints with the local government, claiming harassment from film production companies. The community is also making it difficult for location filming by being uncooperative. Little annoyances such as cutting the lawn or slamming a door have become commonplace during shooting. These annoyances run up production costs in retakes.
Horizon Productions, Inc. is now scheduling a sequel to the film *Move Fast*, which must be shot in Blue Terrace. Also, Horizon Productions will eventually be shooting a television series of the popular movie beginning in July. Horizon Productions would like to win the support of the community by showing the favorable side of their projects. No previous form of advertisement has been incorporated.

III. Filming
The promotional campaign is divided into two periods: Horizon Productions' third and fourth quarter (Jan.-June 1995) and the quarter following (July-Sept. 1995). The campaign's first period will focus on



Annual Advertising Report

I. Introduction

II. Importance of Entertainment
A. Entertainment/Memory
B. Ad/Brand Attitude
1. Ad Examples
a. Razor Ad
b. Soap Ad
2. Graph

III. Making an Impression
A. Employing Novel Stimuli
1. Quote
2. Graphs
a. Stimuli Effectiveness
b. Stimuli and Response
B. Exploiting Insecurities
1. Quote
2. Graph

IV. The Creative Leap
A. Trusting Intuition
1. Ad
2. Quote
B. Trusting Humor and Passion
1. Quote
2. Ad Examples
a. Monk Ad
b. Drug Ad

V. Summary

This section includes:

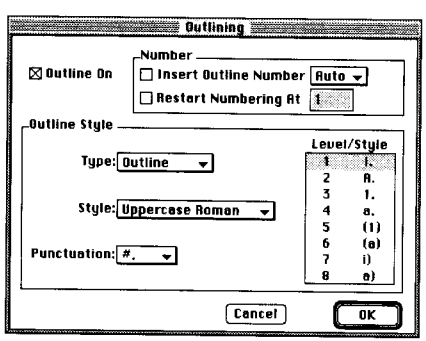
- Numbering Every Paragraph
- Inserting a Single Outline Number
- More Information About Outlining

Numbering Every Paragraph

Turn Outlining on when you want to number every paragraph and have each level indented one tab stop to the right of the previous level. WordPerfect inserts an outline number each time you press Return.

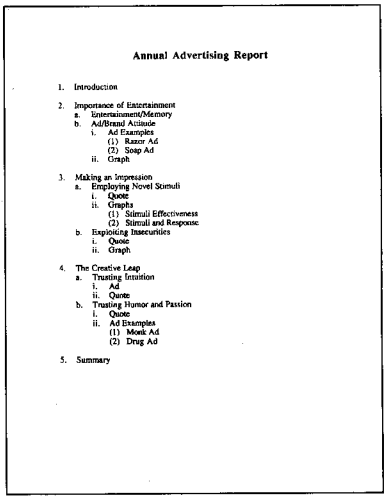
1 Place the insertion point above the line where you want the outline to begin.

2 Choose **Outlining** from the **Tools** menu.



3 If you don't want to use the default numbering style, choose a numbering style from the **Type** pop-up menu.

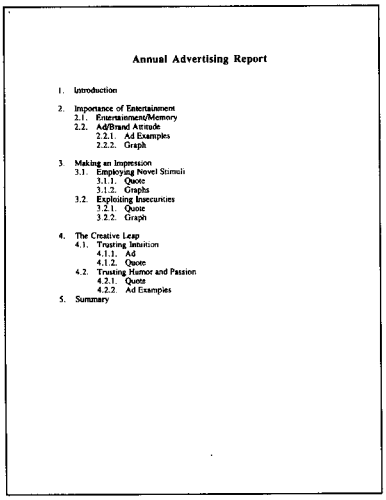
WordPerfect offers three numberings styles: outline style (the default, shown in the first example), paragraph numbering style, and legal numbering style (shown below). You can also create a custom style. For information about creating a custom style, see *More Information About Outlining* later in this section.



Annual Advertising Report

1. Introduction
2. Importance of Entertainment
   a. Entertainment/Memory
   b. Ad/Brand Attitude
      i. Ad Examples
         (1) Razor Ad
         (2) Soap Ad
      ii. Graph
3. Making an Impression
   a. Employing Novel Stimuli
      i. Quote
      ii. Graphs
         (1) Stimuli Effectiveness
         (2) Stimuli and Response
   b. Exploiting Insecurities
      i. Quote
      ii. Graph
4. The Creative Leap
   a. Trusting Intuition
      i. Ad
      ii. Quote
   b. Trusting Humor and Passion
      i. Quote
      ii. Ad Examples
         (1) Monk Ad
         (2) Drug Ad
5. Summary

Paragraph numbering style



Annual Advertising Report

1. Introduction
2. Importance of Entertainment
   2.1. Entertainment/Memory
   2.2. Ad/Brand Attitude
      2.2.1. Ad Examples
      2.2.2. Graph
3. Making an Impression
   3.1. Employing Novel Stimuli
      3.1.1. Quote
      3.1.2. Graphs
   3.2. Exploiting Insecurities
      3.2.1. Quote
      3.2.2. Graph
4. The Creative Leap
   4.1. Trusting Intuition
      4.1.1. Ad
      4.1.2. Quote
   4.2. Trusting Humor and Passion
      4.2.1. Quote
      4.2.2. Ad Examples
5. Summary

Legal numbering style

4 Click **OK** to close the dialog box and turn Outlining on.

Notice that "Outline" appears on the status bar (if the pointer is over the text area of the document).

When Outlining is turned on, WordPerfect inserts an outline number every time you press Return.

5 Press **Return** to insert the first outline number.

The insertion point moves to the next line and a first-level outline number appears to the left of the insertion point. If you want to move the number down another line, press **Return** again.

HINT: If you want to indent the text of the first line, press the **space bar**, then press **Tab**. If you press Tab without first pressing the space bar, the outline number moves and changes to the style of the next level in the outline. If you want to indent the entire paragraph of text, choose **Indent** from the **Insert** menu, or press **⌘-Shift-I**.

6 Type the text of the first outline item.

If you type more than one paragraph, an outline number is inserted when you press Return. You can delete the outline number and continue typing; this does not disturb the automatic numbering. If you don't want an outline number to

be inserted each time you press Return, see *Inserting a Single Outline Number* below.

7 Press **Return** to insert the next outline number.

Press **Return** twice if you want to add a blank line before your next outline item.

8 If you want to move to the next outline level, press **Tab**.

Each time you press Tab, the outline number moves to the next tab stop and changes to the numbering style of the next level.

HINT: If you change your mind and want to move the outline number back one level, press **Shift-Tab**.

9 Repeat steps 6 through 8 until your outline is complete.

10 To turn Outlining off, choose **Outlining** from the **Tools** menu, deselect the **Outline On** checkbox, then click **OK**.

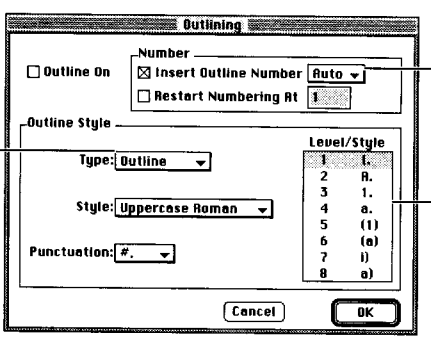
Inserting a Single Outline Number

If you want to number only specific paragraphs or if you want to use more than one numbering style on a single outline level, insert a single outline number before each item you want to number rather than turning Outlining on. WordPerfect will automatically renumber the items if you add or delete numbered items.

1 Place the insertion point where you want to insert an outline number.

2 Choose **Outlining** from the **Tools** menu.

3 Deselect the **Outline On** checkbox, then click the **Insert Outline Number** checkbox.



To use a different numbering style, choose a style from the Type pop-up menu.

To use the numbering style of a different level, choose the appropriate level from this pop-up menu.

The Level/Style box shows the numbering style of each level when you choose a numbering type from the Type pop-up menu.

If you want to create a custom numbering style, see *More Information About Outlining* below.

4 Click **OK** to close the dialog box and insert the outline number.

5 Type the text of the first outline item and any subsequent text.

6 Repeat the same process when you want to insert another outline number.

When you insert outline numbers using this process, you must deselect **Outline On** each time you insert a number (step 3).

More Information About Outlining

This section includes:

- Creating Custom Numbering Styles
- Restarting Numbering
- Editing Outlines

Creating Custom Numbering Styles

You can create a custom numbering style before you begin typing an outline, or you can create a new numbering style for an existing outline.

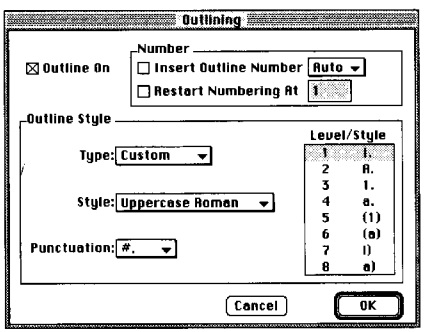
1 Place the insertion point where you want the custom numbering style to begin.

If you want to change the numbering style of an existing outline, position the insertion point at the beginning of the first line of the existing outline.

2 Choose **Outlining** from the **Tools** menu.

3 Choose **Custom** from the **Type** pop-up menu.

The first level is selected in the Level/Style box.



4 Choose a numbering style from the **Style** pop-up menu and a punctuation style from the **Punctuation** pop-up menu.

When you choose options from these pop-up menus, the Level/Style box changes to reflect the options you choose.

If you choose Levels with Periods for any level, that level will use a legal numbering style (such as 1.1.1 for the first item on the third level).

5 Continue to select levels and choose styles and punctuation until every level is set the way you like.

You can change any or all of the eight levels.

6 Click **OK** to accept the changes and close the dialog box.

Restarting Numbering

You can restart outline numbering to create more than one outline in a document and restart numbering so that each outline begins with Roman numeral I (or A, or any other numbering style).

You can also restart numbering in a single outline.

1. Place the insertion point in front of the first-level number where you want to restart numbering.
2. Choose **Outlining** from the **Tools** menu.
3. Select the **Restart Numbering At** checkbox.
4. If you want to restart numbering with a number other than 1, type a number in the **Restart Numbering At** text box.

Always type this number using Arabic numerals, even if the numbering style for level 1 uses Roman numerals or letters.

5. Click **OK** to close the dialog box.

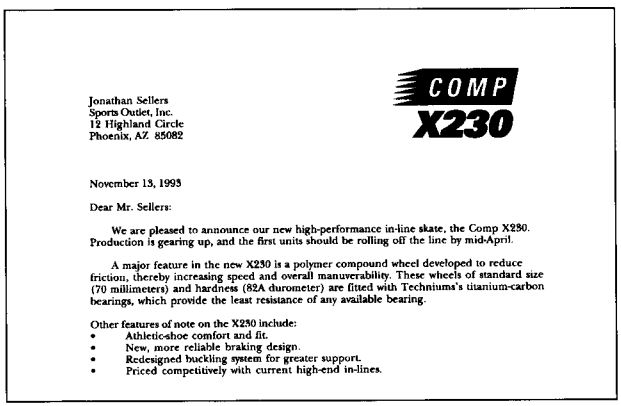
Any existing outline numbers after the insertion point are renumbered. If you are creating a new outline, press **Return** to insert the first outline number. See *Numbering Every Paragraph* earlier in this section for more information.

Editing Outlines

To Do This:	Do This:
Add outline items	Place the insertion point where you want to add the outline number, then turn on **Outlining**, or insert a single outline number. See *Numbering Every Paragraph* (beginning with step 8) or *Inserting a Single Outline Number* earlier in this section.
Delete an outline number or item	Select the number or item you want to delete, then press **Delete**.
Move an outline number one level to the right	Place the insertion point to the left of the number, then press **Tab**.
Move an outline number one level to the left	Place the insertion point to the left of the number, then press **Delete** (**Backspace** on some keyboards). First-level items cannot be moved to the left.

Creating Bulleted Lists

Bulleted lists are useful in many types of documents to direct the reader's eye to a list of important items.



Jonathan Sellers
Sports Outlet, Inc.
12 Highland Circle
Phoenix, AZ 85082

COMP X230

November 13, 1993

Dear Mr. Sellers:

We are pleased to announce our new high-performance in-line skate, the Comp X230. Production is gearing up, and the first units should be rolling off the line by mid-April.

A major feature in the new X230 is a polymer compound wheel developed to reduce friction, thereby increasing speed and overall manuverability. These wheels of standard size (70 millimeters) and hardness (82A durometer) are fitted with Technium's titanium-carbon bearings, which provide the least resistance of any available bearing.

Other features of note on the X230 include:

- Athletic-shoe comfort and fit.
- New, more reliable braking design.
- Redesigned buckling system for greater support.
- Priced competitively with current high-end in-lines.

In WordPerfect, you can create a bulleted list as you write, or you can add bullets to an existing list of information.

This section includes:

- Creating Bulleted Lists as You Write
- Adding Bullets to Existing Lists

Creating Bulleted Lists as You Write

1 Place the insertion point where you want the bulleted list to begin.

2 Click the **Bullet Indent** button on the **Default** Button Bar.

WordPerfect inserts a bullet at the left margin, followed by an indent.

HINT: If you want the bullet to be indented from the margin, place the insertion before the bullet, then press **Tab**, or you can wait until you've completed the list, then select the entire list and click the **Indent** button on the **Default** Button Bar.

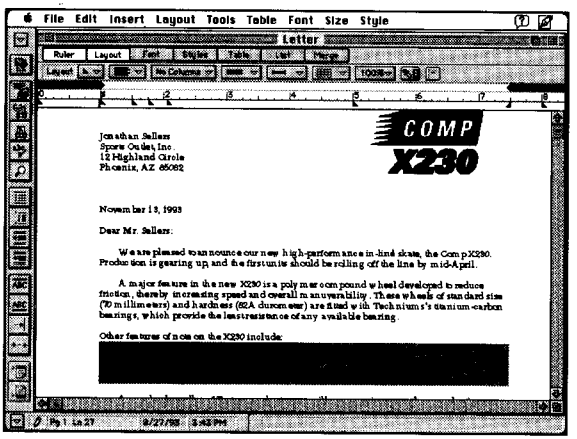
3 Type the text you want to appear on the current line, then press **Return**.

4 Repeat steps 2 and 3 for each item in the bulleted list.

Adding Bullets to Existing Lists

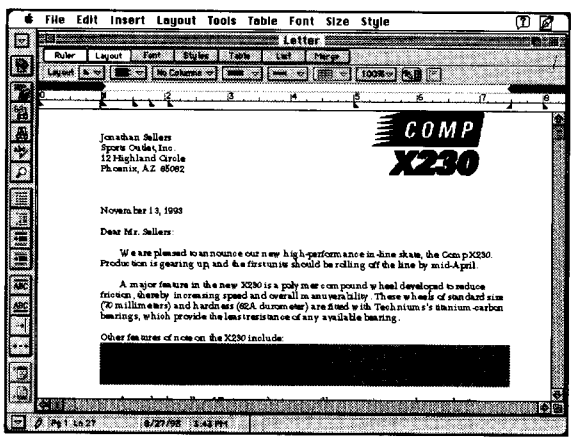
1 Select the list that you want to add bullets to.

Your selection must start at the beginning of the first line of the list.



2 Click the **Bullet Indent** button on the **Default** Button Bar.

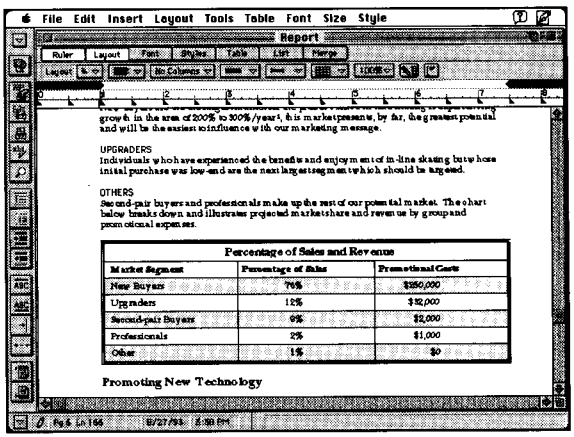
WordPerfect inserts bullets at the left margin and indents each selected item in the list.



If you want the bullets to be indented from the left margin, select the bulleted list, then click the **Indent** button on the **Default** Button Bar.

Using Tables

Use the Table feature to organize information into a structure of horizontal *rows*, vertical *columns*, and individual *cells*. WordPerfect labels cells numerically from top to bottom and alphabetically from left to right. Adjustable borders divide the table into cells that can include text, graphics, numbers, or formulas for calculating math in the table.



This section includes:

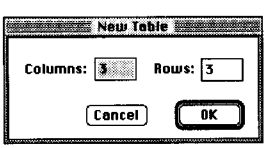
- Creating Tables
- Selecting in Tables
- Editing Tables
- Formatting Tables
- Positioning Tables
- Using Math in Tables
- Locking and Unlocking Information in Tables
- Deleting Tables

Creating Tables

1 Place the insertion point where you want the table to begin.

HINT: If you want to be able to move the table freely on a page, caption the table, or include it in a generated list of tables, you need to create a text box, then create the table inside the text box. See *Adding Text Boxes* later in this chapter for more information.

2 Choose **New** from the **Table** menu.



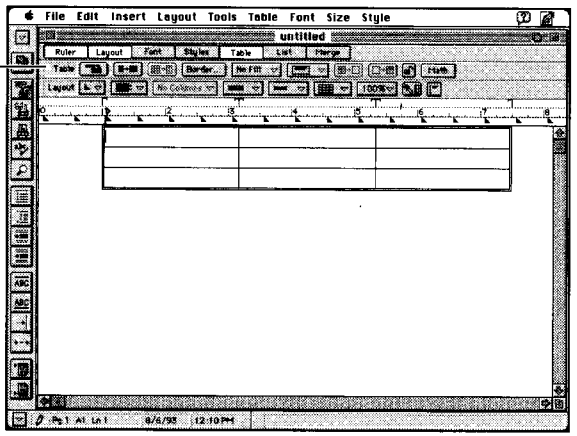
3 Type the number of vertical columns you want, then press **Tab**.

4 Type the number of horizontal rows you want, then click **OK**.

HINT: You can also click on the **Layout** bar in place of steps 2 through 4 to quickly create a table.

The structure of the table appears in your document, with the insertion point in the first cell. The Table bar also appears.

You can use the Table bar to edit, format, lock and unlock a table, or perform math functions in a table.



Once WordPerfect displays the table on screen, you can begin typing text inside it.

5 Type the text you want to include in the active cell, then press **Tab** to move to the next cell.

HINT: If you want to insert a tab in the text of a cell, press **⌘-Tab**.

You can use most features in tables, including graphics, equations, endnotes, font changes, and list features (such as generated lists, tables of contents, indexes, tables of authorities and cross-references). You cannot, however, use the Columns or Outlining features within a table, and you cannot create a table within a table.

6 Repeat step 5 for each cell. When you are finished entering text in the table, click outside the table.

To make changes to the structure or formatting of a table, see *Editing Tables* and *Formatting Tables* later in this section.

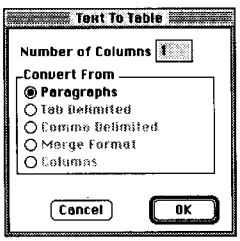
HINT: If you use System 7 or later and have DeltaGraph 3.0.3 or later installed on your computer, you can create charts from the information in a WordPerfect table. Place the insertion point in the table, display the **Applications** Button Bar, then click the **DeltaGraph** button. If DeltaGraph was installed after WordPerfect, you must add the button to the Button Bar. See *Editing Button Bars* under *The Button Bars* in *Chapter 2: Introducing WordPerfect* for more information.

Converting Existing Text to Tables

1 Select the text you want to convert to a table.

You can convert text from paragraph form, tab- or comma-delimited format, merge format, or columns.

2 Choose **Text to Table** from the **Table** menu.



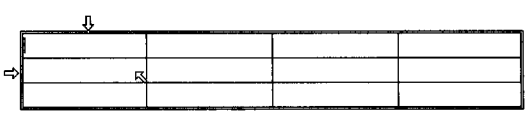
3 Click the radio button applicable to the type of text you are converting, then click **OK**.

If you are converting tabular columns, WordPerfect uses the current tab settings to define the table columns and hard returns to define table rows. If you are converting parallel columns, WordPerfect uses the column settings to define the table columns and hard pages or column returns to define the table rows.

HINT: You can also convert an existing table to paragraphs, tab- or comma-delimited text, or merge format. You cannot convert an existing table to parallel or newspaper columns.

Selecting in Tables

To select text, cells, rows, or columns in a table, drag across them. You can click the mouse button when one of the arrow pointers is displayed to select a single cell or a whole row or column. Dragging the arrow pointer extends the selection.



To select a column, place the mouse pointer above the column. When the down arrow appears, click the mouse. The entire column is selected.

To select a row, place the mouse pointer to the left of the row. When the right arrow appears, click the mouse.

To select a cell, place the mouse pointer in the lower right corner of the cell. Click the mouse when the diagonal arrow appears.

Editing Tables

You can edit the structure of a table in the following ways:

- Joining or splitting cells
- Inserting columns or rows

- Deleting columns or rows
- Adjusting row height
- Adjusting column width
- Adjusting cell margins
- Changing table borders
- Filling cells with colors or patterns

Joining or Splitting Cells

To join cells,

1 Select the cells you want to join.

2 Click on the **Table** bar.

To create a column to the right of the last column, choose **Insert** from the **Table** menu.

To split a cell that has been joined,

1 Select the cell you want to split.

2 Click on the **Table** bar.

To add a row to the end of the table, click in the lower right cell, then press **Tab**.

Inserting Columns or Rows

To insert a column,

1 Place the insertion point in the column to the right of where you want the new column to appear.

2 Click on the **Table** bar.

To create a column to the right of the last column, choose **Insert** from the **Table** menu.

To insert a row,

1 Place the insertion point in the row below where you want the new row to appear.

2 Click on the **Table** bar.

To add a row to the end of the table, click in the lower right cell, then press **Tab**.

Deleting Columns or Rows

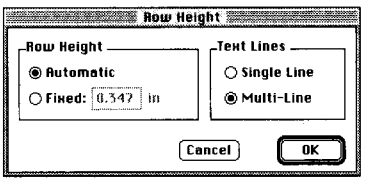
1 Select the column or row you want to delete.

2 Click on the **Table** bar.

Adjusting Row Height

1 Select the rows you want to adjust.

2 Choose **Row Height** from the **Table** menu.



3 Click the **Fixed** radio button, then type the desired row height.

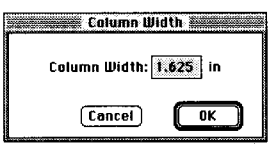
HINT: To change the unit of measurement, click the unit abbreviation and choose an option from the pop-up menu.

4 Click **OK**.

Adjusting Column Width

1 Select the columns you want to adjust.

2 Choose **Column Width** from the **Table** menu.



3 Type the desired width in the **Column Width** box.

HINT: To change the unit of measurement, click the unit abbreviation, then choose an option from the pop-up menu.

4 Click **OK**.

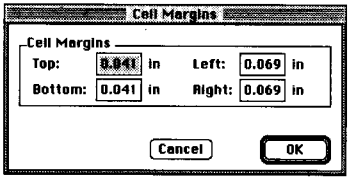
HINT: You can also change the column width by using the mouse. Place the pointer over a vertical column border in the table. When the pointer changes to a double bar with arrows, drag the column border. To move a single border without affecting the other borders, hold down **Option** while you drag. You can adjust the horizontal positioning of the table by choosing **Position** from the **Table** menu. See *Positioning Tables* later in this section for more information.

Adjusting Cell Margins

Cell margins change for the entire table, not for a single cell or column.

1 Place the insertion point inside the table.

2 Choose **Cell Margins** from the **Table** menu.



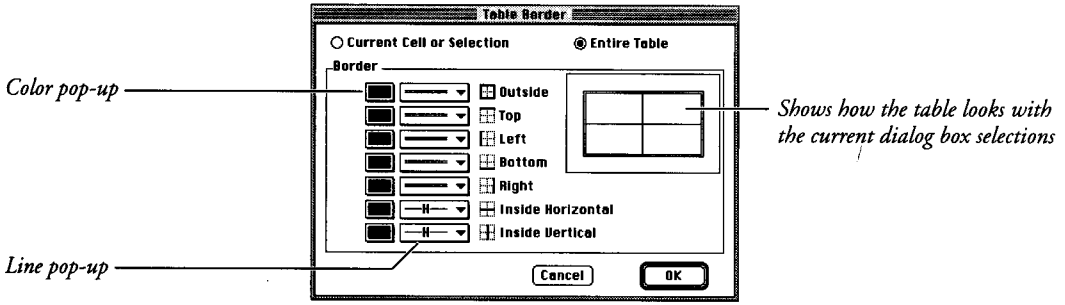
3 Type the desired margins in each of the text boxes, then click **OK**.

HINT: To change the unit of measurement, click the unit abbreviation, then choose an option from the pop-up menu.

Changing Table Borders

1 If you want to change the borders of *part* of the table, select the cells you want to change.

2 Choose **Table Border** from the **Table** menu.



3 Make sure the radio button selected reflects the borders you want to change.

4 Choose the options you want for each border from the color and line pop-up menus.

5 Click **OK**.

You can undo table border changes by pressing ⌘-Z if you make a mistake.

HINT: If you want to change the border of a selected cell that is adjacent to another cell, you may also need to change the border of the adjacent cell. By default, most table cells have a left and a top border. Cells in the right column also have a right border; cells in the bottom row also have a bottom border.

Filling Cells with Colors or Patterns

1 Select the cells you want to fill.

2 Choose an option from the pop-up menu on the **Table** bar.

Formatting Tables

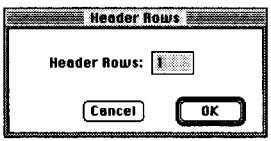
Creating Header Rows

A header row contains the headings that you want to appear at the top of each column. If the table continues beyond one page, the header row appears at the top of the columns on each page.

To create a header row,

1 Place the insertion point in the first row you want as a header row.

2 Choose **Header Rows** from the **Table** menu.



3 Type the number of rows you want to designate as header rows, then click **OK**.

WordPerfect designates the first row (or rows) as the header row(s) according to the number you specified.

The header rows appear at the top of each page of the table.

HINT: To remove a header row, place the insertion point in the table, choose **Header Rows** from the **Table** menu, enter **0** in the **Header rows** box, then click **OK**.

Formatting Text in Tables

When working with tables, you can format selected rows, columns, or cells with text styles (such as bold, italics, and underline) or with other types of formatting (such as center alignment or double line-spacing).

1 Select the areas of the table you want to format.

2 Choose the text styles or other formats you want to apply to the selected areas.

For more information about the formatting options that are available in WordPerfect, see *Chapter 7: Formatting Documents.*

Adjusting the Vertical Alignment of Text in Tables

When you type text in a table cell, it appears at the top of the cell. You can change the vertical alignment so that the text appears in the middle of the cell or at the bottom of the cell.

1 Select the columns, rows, or cells you want to change.

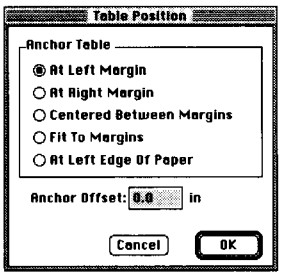
2 Choose an option from the pop-up menu on the **Table** bar.

Positioning Tables

When you create a table, it spans the area from the left margin to the right margin. If you add, delete, or change the size of columns in the table, the size and positioning of the table changes according the settings you choose.

To set the horizontal position of a table,

1 Choose **Position** from the **Table** menu.



2 Click the appropriate radio button to select the desired positioning.

You can choose one of the following settings:

- At Left Margin
- At Right Margin
- Centered Between Margins
- Fit to Margins
- At Left Edge of Paper

3 If you want the table to be offset from the position you chose in step 2, type the desired distance in the **Anchor Offset** box.

4 Click **OK**.

Using Math in Tables

Use the Math bar to perform math operations in a table. By placing formulas in a table, you can calculate preset functions, such as *sum* or *average*, for a specified set of cells. You can also create a customized formula to calculate more complex math functions.

This section includes:

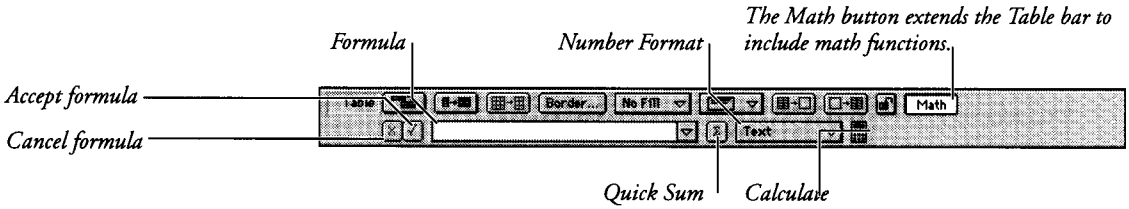
- Entering Formulas in Cells
- Calculating Math in Tables
- Changing the Number Format

Entering Formula in Cells

You can enter a formula in a cell by choosing a preset function from the ▣ pop-up menu, creating a customized formula, or pressing the ▣ button.

1 Place the insertion point in the cell where you want to enter a formula.

2 Click **Math** on the **Table** bar to display the math functions on the extended Table bar.



3 If you want to use one of the preset functions available on the ▣ pop-up menu, follow the instructions in the table below.

To do this:	Do this:
Add the numbers in specified cells	Choose **Sum**, then click each cell you want to be added (or drag to include a group of cells). Click ▣ to accept the formula.
Average the numbers in specified cells	Choose **Average**, then click each cell you want included in the average (or drag to include a group of cells). Click ▣ to accept the formula.

4 If you want to create a customized formula, click the formula field in the extended **Table** bar, then type in the desired formula.

When typing a formula, specify which cells you want to calculate by entering the column letter and row number of each cell (such as A1, B2, AA1). To specify a range of cells, use a colon between cell references (such as A1:B3).

HINT: If more than one number appears in a cell that you have referenced in a formula, WordPerfect uses the first number in the highest line of the cell. If a number includes multiple decimals, WordPerfect uses the first decimal. For example, WordPerfect interprets 1.2.0 as 1.2 (not 12.0).

A formula can include the following math operators:

This operator:	Performs this function:
+	Addition
-	Subtraction
*	Multiplication
/	Division

You can also use parentheses () in a formula to change the evaluation order.

5 When the formula is complete, click ▣ to accept the formula and return the insertion point to the table.

You can also press **Enter** to accept the formula.

Click ▣ to cancel the formula (or any changes you made to an existing formula).

HINT: WordPerfect calculates formula results to internally retain seven digits after the decimal point regardless of the number format.

Quick Sum Function • Use the ▣ button on the extended **Table** bar to insert a sum function below a vertical selection or to the right of a horizontal selection.

1 Select cells horizontally or vertically, then click ▣ on the **Math** bar.

The sum of the selected cells is placed in the cell below or to the right of the selection.

5	5	5	15
5	5	5	

5	5	5	
5	5	5	
10			

To add multiple columns, select the columns you want to add, then click ▣. The sums appear below the selection. To add multiple rows, hold down **Option** while you click ▣. The sums appear to the right of the selection.

Editing Formulas •

1 Place the insertion point in the cell containing the formula you want to edit.

2 Choose a new option from the **Formula** pop-up menu, type a new formula, or edit the existing formula.

3 Click ▣ when the formula is complete.

The new formula replaces the previous formula, and the insertion point appears in the table.

Calculating Math in Tables

Use the ▣ button on the extended Table bar to calculate (or re-calculate) formulas in the current table. To calculate the formulas in all tables in the current document, choose **Calculate** from the **Table** menu.

The calculated results appear in each cell that contains a formula. To protect against accidental editing errors, WordPerfect does not allow you to edit the results of a calculated formula.

If an error occurs in calculation, a "??" appears in the cell. Calculation errors may occur if a formula refers to a non-existent cell, includes division by zero, or contains other such problems.

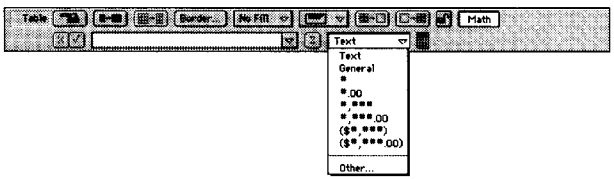
HINT: WordPerfect calculates formula results to internally retain seven digits after the decimal point regardless of the number format.

Changing the Number Format

Use the Number Format pop-up menu or the Number Format dialog box to change the number format (the way numbers appear in tables).

If you want to change the number format,

1 Choose an option from the **Number Format** pop-up menu on the extended **Table** bar.

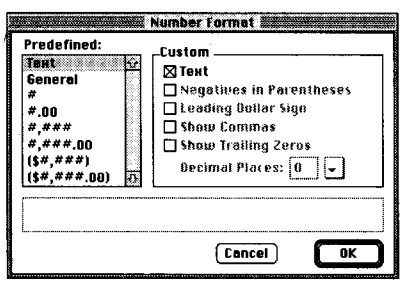


By selecting options in the Number Format dialog box, you can:

- Choose one of the standard number formats
- Display negative numbers with parentheses
- Display a leading dollar sign
- Show commas to separate thousands
- Show trailing zeros after the decimal point
- Set the number of decimal places

To change one of the above math options,

1 Choose **Other** from the **Number Format** pop-up menu.



2 Select the appropriate options in the dialog box.

HINT: If you set the number of decimal places at the maximum (7), you can type more than seven fractional digits, but they will be rounded off and only seven digits will be retained in the formula.

3 Click **OK** to close the dialog box.

Using the Decimal Align Feature

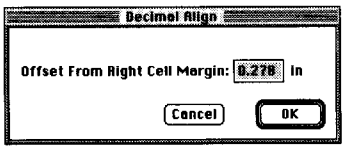
To align numbers at the decimal point,

1 Select the row or column where you want to align numbers on decimal points.

2 Click the **Alignment** pop-up menu on the **Layout** bar, then choose **Decimal Align.**

If you want to adjust the position of the decimal within the selected cells,

1 Choose **Decimal Offset** from the **Table** menu.



2 Type a value in the **Offset From Right Cell Margin** text box.

The decimal points will align at the position you enter.

HINT: To change the unit of measurement, click the unit abbreviation, then choose an option from the pop-up menu.

3 Click **OK.**

The Decimal Align feature affects the entire row or column, even if you select only part of a row or column. If you want to override decimal alignment in certain cells, select those cells after step 3, then choose the desired settings for those cells.

Locking and Unlocking Information in Tables

Use the Lock feature to protect information in a table from being changed. When table protection is turned on and the information in a cell is locked, you cannot edit it.

To lock information in a table,

1 Select the cells, columns, or rows you want to lock.

2 Click ■ on the **Table** bar.

WordPerfect locks the selected area of the table.

To unlock information,

1 Choose **Protect Table** from the **Table** menu to turn off table protection.

When table protection is on, a check mark appears next to Protect Table on the Table menu, and locked cells cannot be unlocked or edited.

When table protection is off, you can unlock cells. You can also edit locked cells when table protection is turned off.

2 Select the cells you want to unlock, then click ▣ on the **Table** bar.

Only the selected cells are unlocked. Other locked cells will be locked again when you turn on table protection.

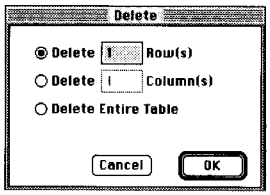
3 When you are finished unlocking cells, choose **Protect Table** from the **Table** menu to turn table protection on again and empower locking capability.

Deleting Tables

To delete a table (content and structure),

1 Place the insertion point in the table you want to delete.

2 Choose **Delete** from the **Table** menu.



3 Select **Delete Entire Table**, then click **OK**.

To delete content only,

1 Select the range of cells whose content is to be deleted.

2 Press **Delete** (**Backspace** on some keyboards).

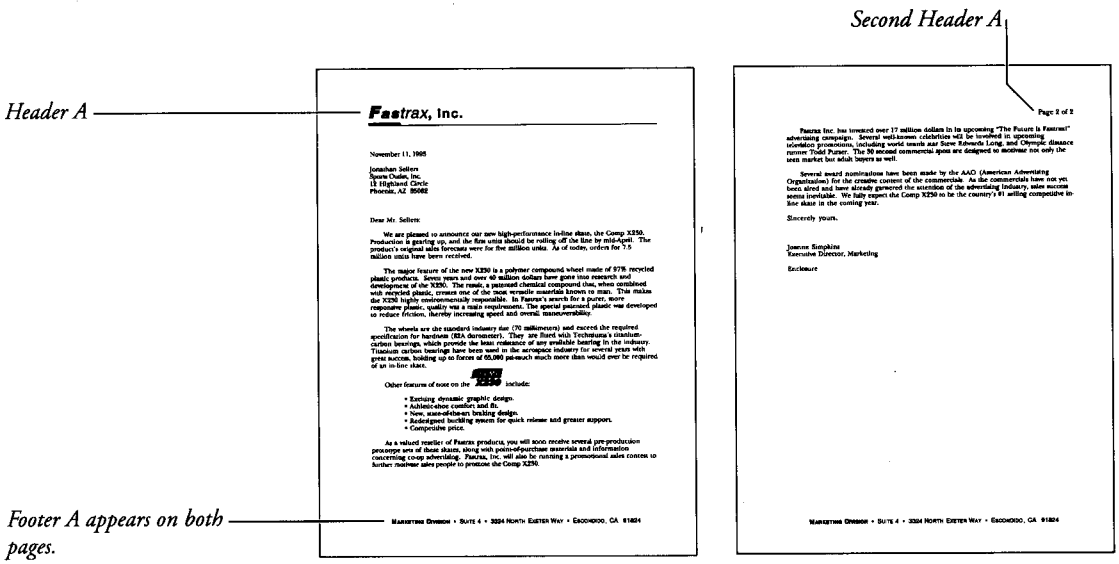
Adding Headers or Footers

Use headers or footers for information you want to appear at the top or bottom of a document, independent of the body of the document.

Headers and footers appear on the page where you create them and on every following page until you discontinue them or create another header or footer of the same type (A or B).

For example, if you create Header A on page 1, then another Header A on page 2, the first Header A appears on page 1, and the new header begins on page 2. If

you also create Footer A on page 1, and no other Footer A follows, the footer you created on page 1 appears on every page of the document.



You can create as many as two headers and two footers for every page of your document. You can also use headers and footers on every page, alternating pages, or only specified pages.

This section includes:

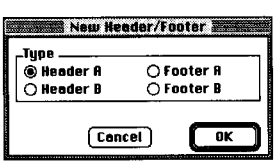
- Creating Headers or Footers
- Editing Headers or Footers
- Discontinuing Headers or Footers
- Suppressing Headers or Footers on the Current Page
- Changing the Header or Footer Style
- Deleting Headers or Footers

Creating Headers or Footers

1 Place the insertion point on the page where you want the header or footer to begin.

If you place the insertion point in a paragraph that begins on the previous page, the header or footer will appear on the previous page.

2 Choose **Header/Footer** from the **Layout** menu.



Because there are two types of headers and footers (A and B), you can create as many as two headers and two footers on each page.

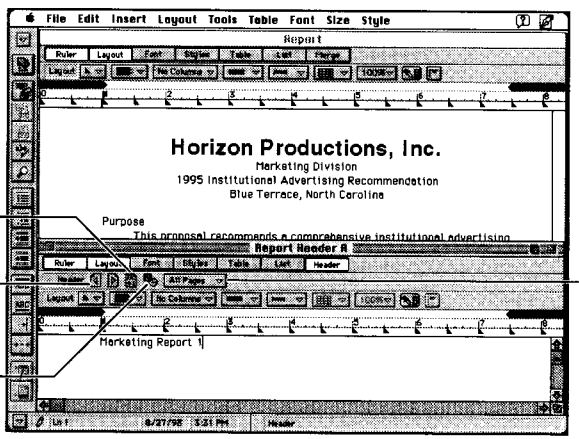
3 Select **Header A**, **Header B**, **Footer A**, or **Footer B**, then click **OK**.

You can create headers and footers in any order. For example, you can create Header B before you create Header A.

An editing window appears at the bottom of your screen to let you create the header or footer.

4 Enter the text and formatting that you want to appear in the header or footer.

You can use most of the formatting features you would use in a document window, including ruler bars.



Click here to turn on page numbering in a header/footer.

Use the arrow buttons to move to the previous or next header/footer.

Click here to insert the Date/Time.

Choose an option from this pop-up menu to change the occurrence of the header/footer.

5 If you want the header or footer to appear on every other page, select **Even Pages** or **Odd Pages** from the **Pages** pop-up menu.

If the insertion point is located on an even page and you select Odd Pages, or vice versa, the header or footer will not begin until the next page.

6 When you are finished creating the header or footer, click the close box to close the editing window.

Headers and footers do not appear in the document editing window. If you want to view the document with headers and footers, choose **Print Preview** from the **File** menu.

Headers are printed just below the top margin of the page, and footers are printed just above the bottom margin of the page. If you want to adjust the position of the header or footer, adjust the top or bottom margins.

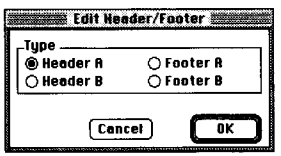
Editing Headers or Footers

1 Place the insertion point on a page where the header or footer is turned on.

If the header or footer appears on several pages, you can place the insertion point on any page where the header or footer appears. WordPerfect searches from the insertion point to the beginning of the document for the header or footer you specify (such as Header A). If it cannot find that header or footer, it will search from the insertion point to the end of the document.

HINT: If you are using the same header or footer throughout your document, you do not need to worry about where the insertion point is located before you edit the header or footer.

2 Choose **Header/Footer** from the **Layout** menu, then choose **Edit.**



3 Select the header or footer you want to edit, then click **OK.**

The header or footer editing window appears.

4 Make editing changes exactly as you would make changes in a document window.

5 Click the close box to close the header/footer editing window.

Discontinuing Headers or Footers

Use the Discontinue feature to prevent a header or footer from appearing on the current page and any following pages.

HINT: If you want to delete a header or footer, see *Deleting Headers or Footers* later in this section.

To discontinue a header or footer,

1 Place the insertion point on the page where you want to discontinue the header or footer.

If you place the insertion point in a paragraph that begins on the previous page, the header or footer will be discontinued on the previous page.

If you have defined another header or footer of the same type later in the document, that header or footer will not be discontinued. For example, if you discontinue Footer A on page 7, and there is a different Footer A beginning on page 10, the footer on page 10 will not be discontinued.

2 Choose **Header/Footer** from the **Layout** menu, then choose **Discontinue.**

3 Select the header or footer you want to discontinue, then click **OK.**

The header or footer does not appear on the current page (or any following pages).

HINT: You must discontinue headers and footers one at a time.

Suppressing Headers or Footers on the Current Page

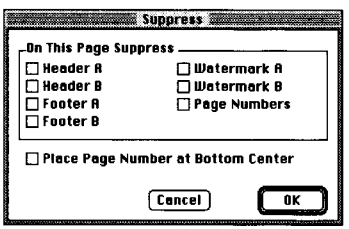
Use the Suppress feature to prevent a header or footer from appearing on a particular page.

When you suppress a header or footer, it is suppressed for one page only. The remainder of the document is not affected. If you want to suppress a header or footer on more than one page, you will need to suppress it on each page separately.

1 Place the insertion point on the page where you want to suppress the header or footer.

If you place the insertion point in a paragraph that begins on the previous page, the header or footer will be suppressed on the previous page.

2 Choose **Suppress** from the **Layout** menu.



3 Select the header or footer you want to suppress, then click **OK**.

To view the current page, choose **Print Preview** from the **File** menu.

Changing the Header or Footer Style

By default, the header and footer styles include the formats in the Document style (including font, size, margins, and alignment).

If you want to change the formatting of one header or footer, make the desired changes when creating or editing the header or footer. If you want to change the formatting of *all* of your headers or footers, you can change the header style or the footer style.

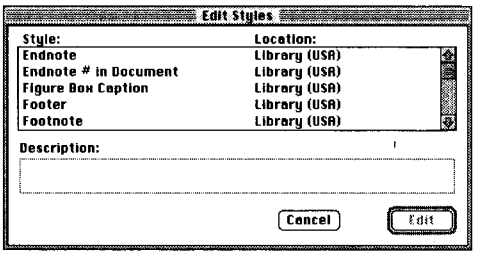
If you want to change the header or footer styles in the current document only, you need to copy the header or footer styles from the Library into the document before you edit them. If you edit the style in the Library and plan to use your document on another computer, use the Librarian to copy the style to the document after you finish editing it. See *Copying Resources to Libraries or Documents* in *Chapter 13: Using Libraries* for more information.

To change the header or footer style,

1 Click **Styles** on the **Control Bar** to display the **Styles** bar.

The Styles bar appears.

2 Click the **Edit** button on the **Styles** bar.



3 In the list box, select the **Header** or **Footer** style, then click **Edit**.

If you have copied the style from Library (USA) to the document, make sure you choose the style that is saved in the document.

4 Make the desired changes to the style.

You can change formats such as margins, font, size, text styles, and alignment. You can also insert a date/time code or text that you want to appear in every header or footer.

5 When you are finished making changes to the style, click the close box to close the editing window.

Deleting Headers or Footers

1 Place the insertion point on a page where the header or footer is turned on.

If the header or footer appears on several pages, you can place the insertion point on any page where the header or footer appears.

2 Choose **Header/Footer** from the **Layout** menu, then choose **Edit**.

3 Select the header or footer you want to delete, then click **OK**.

The header or footer editing window appears.

4 Choose **Select All** from the **Edit** menu, then press **Delete** (**Backspace** on some keyboards).

5 Click the close box to close the header/footer editing window.

You can also use the Show Codes or Find Code feature to locate the code for the header or footer, then delete it.

If you delete a header or footer, and a header or footer of the same type (A or B) exists earlier in the document, the existing header or footer will appear on the pages that contained the header or footer you deleted. If you don't want it to appear, you will need to discontinue the header or footer on the appropriate page.

Adding Footnotes

When you use WordPerfect's Footnote feature, numbers are automatically inserted, and footnotes are properly placed. You can easily change the numbering style or formatting of footnotes.

This section includes:

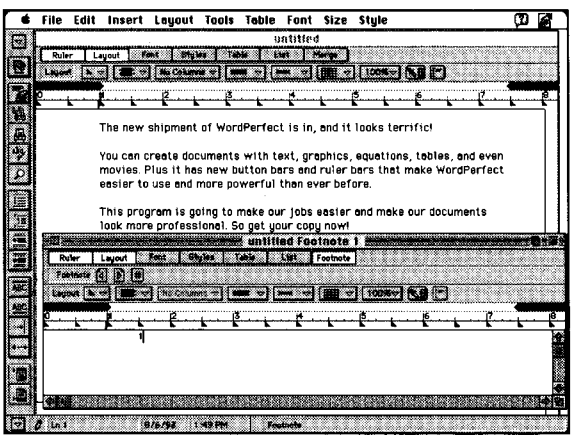
- Creating Footnotes
- Editing Footnotes
- Changing Footnote Options
- Changing Footnote Style
- Deleting Footnotes

Creating Footnotes

1 Place the insertion point where you want to insert the footnote number.

2 Choose **Footnotes** from the **Layout** menu, then choose **New**.

The Footnote editing window appears with a note number already inserted.



Be careful not to delete the number. If you delete the number, the text of the footnote will still print, but the number will not. Choose **Undo** from the **Edit** menu, or click the # button, to restore the footnote number if you delete it.

3 Type the text of the footnote.

You can use most WordPerfect features, including character formats such as font, size, and text styles. You can also use document formats such as margins and spacing.

4 Click the close box to close the Footnote window.

The superscript footnote number is added to your document at the insertion point. The footnote is placed at the bottom of the page. To view the footnote on the page, choose **Print Preview** from the **File** menu.

WordPerfect reduces the number of text lines on a page to allow for the space used by the footnote(s). If there is not enough room to keep an entire note on the same page as the note number in the text, the footnote will break across pages. To specify the amount of note text to keep together, see *Changing Footnote Options* later in this section.

Editing Footnotes

You can make changes to a footnote at any time. You do not need to place the insertion point or select anything before you edit a footnote.

1 Choose **Footnotes** from the **Layout** menu, then choose **Edit**.

A dialog box opens and prompts you to enter the number of the footnote you want to edit.

2 Type the number of the footnote you want to edit, then click **OK**.

HINT: You can also edit a specific footnote by double-clicking the footnote number in the document.

The Footnote window opens with the specified footnote. You can have more than one Footnote window open at a time. Use the arrow icons in the Footnote window to go to the previous or next footnote.

3 Edit the footnote as you like.

You can edit the text and formatting of the footnotes using most WordPerfect features, including the Ruler, ruler bars, Speller, and Thesaurus.

4 Click the close box to close the Footnote window.

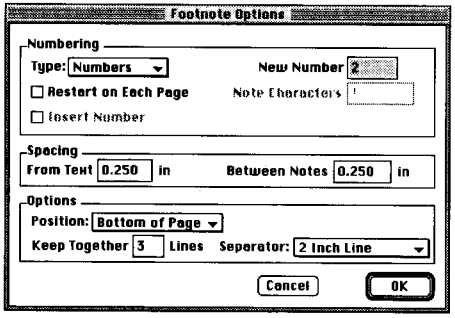
Changing Footnote Options

To change footnote options such as numbering, spacing, position, and footnote separation,

1 Place the insertion point where you want the change to begin.

If the insertion point is in the middle of a paragraph, the changes will affect any footnotes in that paragraph and the rest of the document.

2 Choose **Footnotes** from the **Layout** menu, then choose **Options**.



3 Select the options or settings you want in the dialog box, then click **OK**.

	To do this:	Do this:
Footnote Numbering	Number footnotes using letters	Choose **Letters** from the **Type** pop-up menu
	Number footnotes using asterisks (*, **, ***, and so forth)	Choose **Characters** from the **Type** pop-up menu.
	Number footnotes with as many as five different characters	Type the characters you want to use in the **Note Characters** box. See *Hint* below.
	Restart numbering at any point in a document	Type a new number in the **New Number** box.
	Restart numbering on each page	Click the **Restart on Each Page** checkbox.
	Insert a new number code when you are editing either of the footnote styles	Click the **Insert Number** checkbox.
Footnote Spacing	Change the amount of space between your text and the first footnote	Type a new increment in the **From Text** box. Click the abbreviation to choose another unit of measurement.
	Change the amount of space between footnotes	Type a new increment in the **Between Notes** box. Click the abbreviation to choose another unit of measurement.
Footnote Position	Print footnotes directly below the text when text does not extend to the bottom of the page	Choose **After Text** from the **Position** pop-up menu.
Footnote Separator	Change or remove the separator line between text and footnotes	Choose an option from the **Separator** pop-up menu.
Footnote Text	Keep a certain number of footnote lines on the same page as the footnote number when WordPerfect needs to split a footnote across two pages.	Type the number of lines you want to keep together in the **Keep Together** box.

HINT: WordPerfect uses the first character for the first note, the second character for the second note, and so on. Then WordPerfect doubles the characters for the next five notes (so if * was the first character, ** is the sixth character).

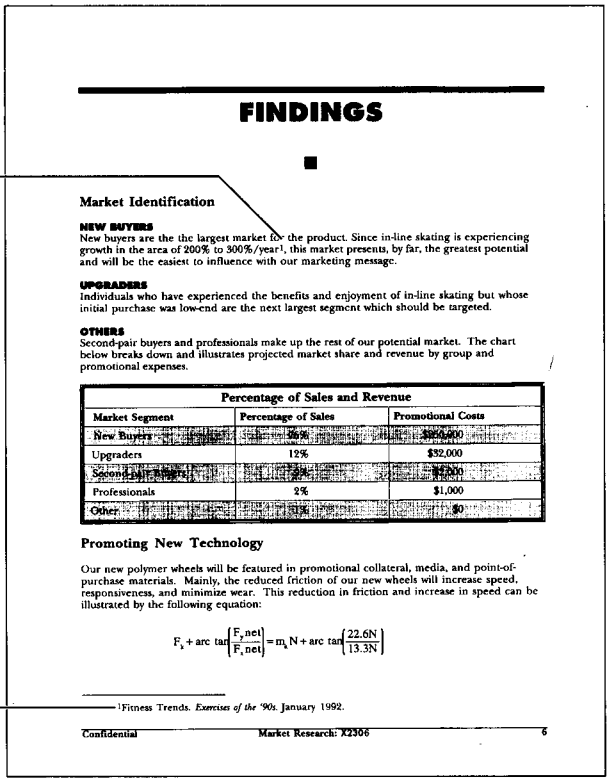
Changing Footnote Style

The appearance of the footnote number in your document and the footnote itself are determined by two styles: the Footnote # in Document style and the Footnote style.

By default, the Footnote # in Document style uses the current document font with a superscript text style. The Footnote style is based on the Document style and includes additional formats to make the footnotes appear properly.

The Footnote # in Document style affects the appearance of the footnote number in the text of the document.

The Footnote style affects the appearance of the text of the footnote.



FINDINGS

Market Identification

NEW BUYERS
New buyers are the the largest market for the product. Since in-line skating is experiencing growth in the area of 200% to 300%/year[1], this market presents, by far, the greatest potential and will be the easiest to influence with our marketing message.

UPGRADERS
Individuals who have experienced the benefits and enjoyment of in-line skating but whose initial purchase was low-end are the next largest segment which should be targeted.

OTHERS
Second-pair buyers and professionals make up the rest of our potential market. The chart below breaks down and illustrates projected market share and revenue by group and promotional expenses.

Percentage of Sales and Revenue		
Market Segment	Percentage of Sales	Promotional Costs
New Buyers	56%	$256,000
Upgraders	12%	$32,000
Second-pair buyers	28%	$72,000
Professionals	2%	$1,000
Other	1%	$0

Promoting New Technology

Our new polymer wheels will be featured in promotional collateral, media, and point-of-purchase materials. Mainly, the reduced friction of our new wheels will increase speed, responsiveness, and minimize wear. This reduction in friction and increase in speed can be illustrated by the following equation:

$$F_s + \text{arc tan}\left(\frac{F_s \text{net}}{F_n \text{net}}\right) = m_s N + \text{arc tan}\left(\frac{22.6N}{13.3N}\right)$$

[1]Fitness Trends. *Exercises of the '90s.* January 1992.

Confidential Market Research: X2306 6

If you want to change the style of all your footnotes, you can change the Footnote # in Document style or the Footnote Style.

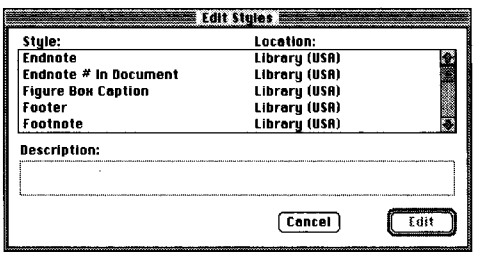
If you want to change either of the footnote styles in the current document only, you need to copy the style(s) into the document before you edit them. If you edit the style(s) in the Library and plan to use the document on a different computer, copy the style to the document after you finish editing it. See *Copying Resources to Libraries or Documents* in *Chapter 13: Using Libraries* for more information.

To change the Footnote # in Document style or the Footnote style,

1 Click **Styles** on the **Control** Bar.

The Styles bar appears.

2 Click **Edit** on the **Styles** bar.

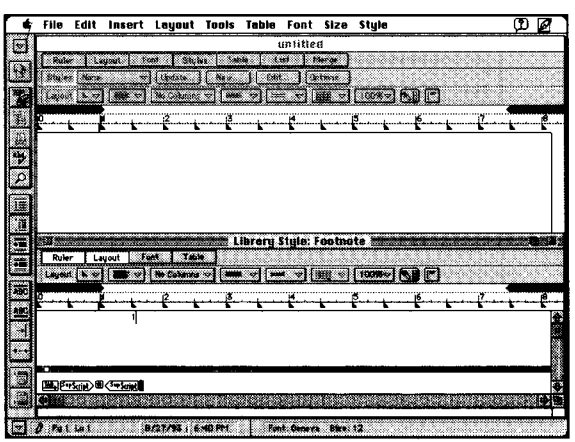


3 Select **Footnote** or **Footnote # in Document** from the list box.

If you have copied either style into your document (so you can edit the style for only the current document), make sure you select the style that is saved in the document, not the one saved in the Library.

4 Click **Edit**.

The Style window appears, so you can make changes to the style.



5 Edit the style.

You can change formats such as margins, font, size, text styles, alignment, and spacing.

6 When you are finished making changes to the style, click the close box in the Style window.

When you click the close box, the footnotes or footnote numbers in your document are updated.

Deleting Footnotes

1 Place the insertion point to the right of the footnote number in the document text.

You do not need to open a Footnote window to delete a footnote.

2 Press **Delete** (**Backspace** on some keyboards) to delete the footnote number.

The footnote number and the footnote text are both deleted. Any subsequent footnotes in the document are renumbered to reflect the change.

HINT: You can choose **Undo** from the **Edit** menu to restore a footnote you just deleted.

Adding Endnotes

Use WordPerfect's Endnote feature when you want to add endnotes to your document. WordPerfect inserts the endnote number, formats the text of the endnotes, and compiles them at the end of your document.

ENDNOTES

1. See Chapter 2 for a brief explanation of redundancy.
2. The "Brown University Corps of Present-Day American English", which was compiled at Brown University in the early 1960s and aims at being representative of written American English. It contains a little more than one million words.
3. See Chomsky, 1965, pp. 3-4.
4. For a quite readable (and sometimes amusing) firsthand account of the three decade project, see Busa (1980).
5. See, e.g., Hutchins 1986 work *Machine Translation: Past, Present, Future* for an excellent accounting of the history of machine translation as well as an unbiased look at current machine translation projects and groups.
6. See appendix H for a list of multiple-embedded zero relatives.
7. See section on self-embedded relative clauses in Chapter 2.
8. The collections of Jones and Wilks (1983) and Reyle and Rohrer (1988) offer a wide variety of parsers as well as problems related to parsing.
9. However, Gleason points out a misconception. "There is a bit of folklore, persistent among free-thinking linguists, that Transformational Generativism was produced to serve mechanical translation. It was not. Early transformationalists were contemptuous of machine translation, if for no other reason, because they had already developed a profound disinterest in applications. (1981, p. 6.)
10. However, an interesting note that Kirkham makes is as follows: "*Who* should not be applied to children. It is incorrect to say, The *child whom* we have just seen," &c. It should be, "The child *that* we have just seen." (1836, p. 110)

This section includes:

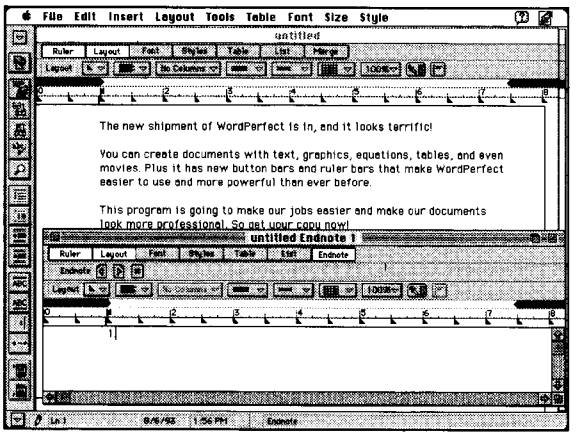
- Creating Endnotes
- Editing Endnotes
- Changing Endnote Options
- Changing Endnote Styles
- Deleting Endnotes

Creating Endnotes

1 Place the insertion point where you want to insert an endnote number.

2 Choose **Endnotes** from the **Layout** menu, then choose **New**.

The Endnote window opens with a note number already inserted.



Be careful not to delete the endnote number. If you delete the number, the text of the note will still print, but the endnote number will not. Choose **Undo** from the **Edit** menu to restore the number.

3 Type the text of the endnote.

While you create or edit an endnote, you can use most WordPerfect features, including character formats (font, size, and text styles), document formats (such as margins and spacing), and the Ruler, Speller, and Thesaurus.

4 Click the close box to close the Endnote window.

The endnote number is inserted in the text of the document. Endnotes will appear at the end of the document. If you want them to appear on a page by themselves, insert a hard page break (⌘-**Return**) at the end of your document.

To view the endnotes, press End or scroll to the end of the document, then choose **Print Preview** from the **File** menu.

Editing Endnotes

You can make changes to an endnote at any time. You do not need to place the insertion point or select anything before you edit an endnote.

1 Choose **Endnotes** from the **Layout** menu, then choose **Edit**.

A dialog box opens and prompts you to enter the number of the endnote you want to edit.

2 Type the number of the endnote you want to edit, then click **OK**.

HINT: You can also edit a specific endnote by double-clicking the endnote number in the document.

The Endnote window opens with the specified endnote. You can have more than one Endnote window open at a time. Use the arrow icons in the Endnote window to go to the previous or next endnote.

3 Edit the endnote as you like.

You can use most WordPerfect features—including the Ruler, ruler bars, Speller, and Thesaurus—to edit the text and formatting of the endnote.

4 Click the close box to close the Endnote window.

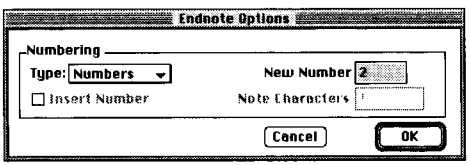
Changing Endnote Options

When you want to change endnote numbers or numbering type, use the Endnote Options dialog box.

1 Place the insertion point where you want the new endnote options to begin.

If the insertion point is in the middle of a paragraph, the changes will affect any endnotes in that paragraph and the rest of the document.

2 Choose **Endnotes** from the **Layout** menu, then choose **Options**.



3 Select the options or settings you want in the dialog box.

To do this:	Do this:
Number endnotes using letters	Choose **Letters** from the **Type** pop-up menu.
Number endnotes using asterisks (*, **, ***, and so forth)	Choose **Characters** from the **Type** pop-up menu. See *Hint* below.
Number endnotes with as many as five different characters	Type the characters you want to use in the **Note Characters** box.
Restart numbering at any point in a document	Type a new number in the **New Number** box.
Insert a new number code when you are editing either of the endnote styles	Click the **Insert Number** checkbox.

HINT: WordPerfect uses the first character for the first note, the second character for the second note, and so on. Then WordPerfect doubles the characters for the next five notes (so if * was the first character, ** is the sixth character).

Changing Endnote Styles

The appearance of the endnote number in your document and of the endnote itself is determined by two styles: the Endnote # in Document style and the Endnote style.

By default, the Endnote # in Document uses the current document font with a superscript text style. The Endnote style is based on the Document style.

If you want to change the style of all your endnotes, you can change the Endnote # in Document style or the Endnote style.

If you want to change either of the endnote styles in the current document only, you need to copy the style(s) into the document before you edit them. If you edit the style(s) in the Library and plan to use them on a different computer, use the Librarian to copy the style(s) to the document after you finish editing it. See *Copying Resources to Libraries or Documents* in *Chapter 13: Using Libraries* for more information.

To change the Endnote # in Document or the Endnote style,

1 Click **Styles** on the **Control** Bar.

The Styles bar appears.

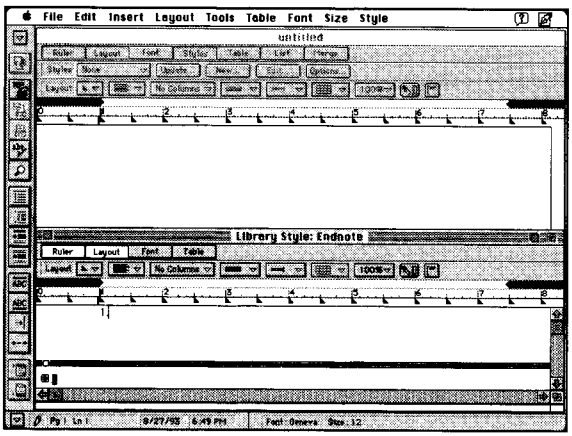
2 Click **Edit** on the **Styles** bar.

3 Select **Endnote** or **Endnote # in Document** from the list box.

If you have copied either style into your document (so you can edit the style for only the current document), make sure you select the style that is saved in the document, not the one saved in the Library.

4 Click **Edit.**

An editing window appears, so you can make changes to the style. The formatting codes are shown at the bottom of the editing window to show what formats are included in the style.



5 Make changes to the style.

You can change formats such as margins, font, size, text styles, alignment, and spacing.

6 When you are finished making changes to the style, click the close box in the style editing window.

When you click the close box, the endnotes or endnote numbers in your document are updated.

Deleting Endnotes

1 Place the insertion point to the right of the endnote number in the document text.

You do not need to open the endnote editing window to delete the endnote.

2 Press **Delete** (**Backspace** on some keyboards) to delete the endnote number.

The note number and the endnote are both deleted. Any subsequent endnotes in the document are renumbered.

You can choose **Undo** from the **Edit** menu to restore an endnote you just deleted.

Adding Page Numbers

Use the Page Numbering feature to add page numbers to your document. You can place page numbers at the top or bottom of your document (left, center, or right), or you can place page numbers in a header or footer.

This section includes:

- Turning On Page Numbering
- Turning On Page Numbering in Headers or Footers
- Showing Page Number with Total Number of Pages
- Suppressing Page Numbering on the Current Page
- Turning Off Page Numbering

Turning On Page Numbering

To turn on page numbering in a document,

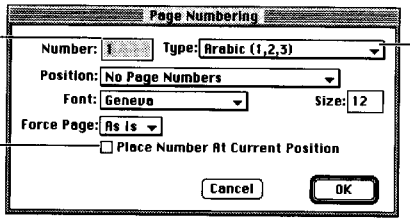
1 Place the insertion point on the page where you want page numbering to begin.

If you place the insertion point in a paragraph that begins on the previous page, page numbering will begin on the previous page.

2 Choose **Page Numbers** from the **Layout** menu.

To begin numbering with a different number, type the new number here.

Allows you to insert the current page number anywhere in the text on a page. See Entering Text earlier in this chapter.



If you want lowercase Roman numerals, choose Roman Numerals (i,ii,iii).

3 Choose a position from the **Position** pop-up menu.

If you want the page number to appear at the top of a document with a header, or if you want to the page number to appear at the bottom of a page with a footer, you need to turn on page numbering inside the header or footer. See *Turning On Page Numbering in Headers or Footers* below.

If you choose alternating positions (as you might with a book manuscript), WordPerfect places odd page numbers on the right and even page numbers on the left so that page numbers will appear properly if the document is printed on both sides of the paper. You can change the position of a particular page number by choosing an option from the Force Page menu. If you choose Front, the page number will appear on the right side of the current page. If you choose Back, it will appear on the left side. The Force Page feature will insert a blank page, if needed, to move the text to a front or back page.

4 Choose a font for page numbering from the **Font** pop-up menu and type a size in the **Size** box.

You can use any font installed in your system.

5 Click **OK** to close the dialog box. Pages are numbered.

To view the page number on a page, choose **Print Preview** from the **File** menu.

When you turn on page numbering, WordPerfect subtracts two lines of text from each page (one for the page number and one to add a blank line between the number and the text).

The page numbers appear next to the margins. For example, if your top margin is 1 inch, and your right margin is 1.5 inches, a Top Right page number will print 1 inch down from the top edge of the paper, and 1.5 inches to the left of the right edge. If you want numbers to print closer to or farther from the edge of the paper, adjust the margins. See *Formatting Pages* in *Chapter 7: Formatting Documents.*

Turning On Page Numbering in Headers or Footers

If your document has a header or footer that could interfere with the placement of the page numbers, turn on page numbering in the header or footer.

For example, if a document has a header that extends to the right margin and you want page numbers to appear in the upper right corner, you must place the

page number on a separate line in the header. If you turn on page numbering outside of the header, the header will overlap with the page number.

To turn on page numbering in a header or footer,

1 Place the insertion point on a page where the header or footer is active.

2 Choose **Header/Footer** from the **Layout** menu.

3 If you are creating the header or footer, choose **New**.

or

To add a page number to an existing header or footer, choose **Edit**.

4 Select **Header** or **Footer** and **A** or **B** to identify the header or footer.

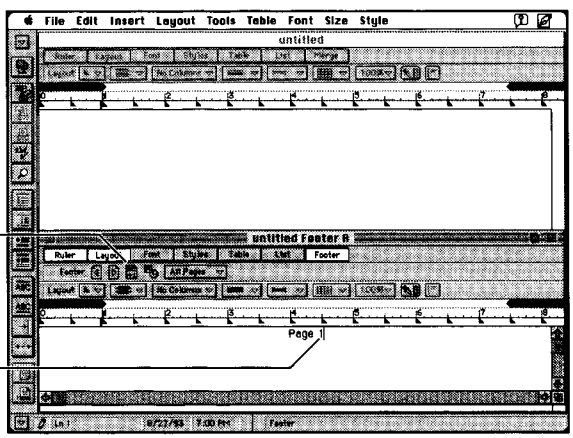
The Header/Footer editing window appears.

5 Enter any text or formatting that you want in the header or footer, and place the insertion point where you want the page number to appear.

The text of the header or footer, including the page number, appears in the default font. If you want to use a different font, choose it from the **Font** menu.

6 Click the **Page Numbering** icon on the **Header** or **Footer** bar.

A page number appears in the editing window.



7 Click the close box to close the header or footer.

To view the page with the header or footer and page number, choose **Print Preview** from the **File** menu.

Showing Page Number with Total Number of Pages

You can show page numbers with the total number of pages (as in Page 1 of 5) by turning on page numbers in a header or footer and creating a cross-reference to the last page of the document.

1 Create a header or footer and enter the text and formats you want.

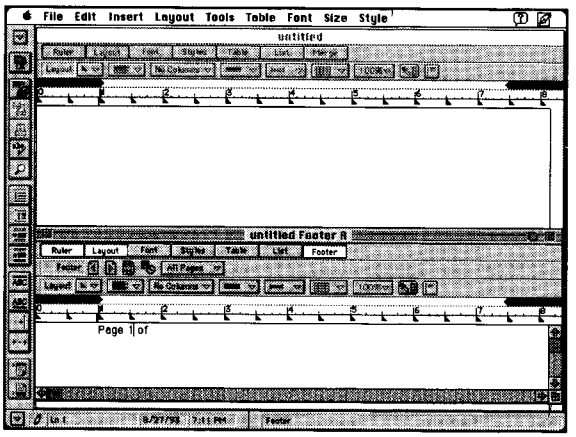
For step-by-step instructions on creating a header or footer, see *Adding Headers or Footers* earlier in this chapter.

If you want the page number to read "Page 1 of 5," type the word "Page" followed by two spaces, then type the word "of" and a space.

2 Place the insertion point where you want the current page number to appear.

3 Click the **Page Numbering** icon to insert the page number.

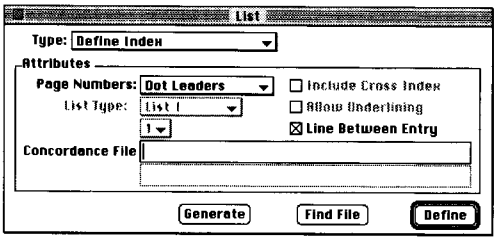
The page number appears in the Header/Footer editing window.



4 Place the insertion point where you want the total number of pages to appear.

In the next steps, you will create a cross-reference to the last page of the document.

5 Choose **List** from the **Tools** menu.



6 Choose **Create Reference** from the **Type** pop-up menu, then choose **Page** from the **Target Type** pop-up menu.

Choosing a Page target type makes WordPerfect insert the page number of the target.

7 Type **Page Total** in the **Target ID** box.

The target ID is simply a label, or tag, that connects the cross-reference to the target (in this case, the last page of the document). You can type a different target ID if you like, but be sure to use the same ID when you mark the target in step 10.

8 Click **Mark**.

A question mark appears in the document. When you generate, the question mark will be replaced with the page number of the last page of the document.

9 Close the Header/Footer editing window. Then click on the document window to activate it, and press **End** to move the insertion point to the end of the document (or scroll to the end and click there).

10 If the List dialog is no longer visible on your screen, choose **List** from the **Tools** menu.

or

If the List dialog box is visible on your screen, click it.

The List dialog box becomes active.

11 Choose **Mark Target** from the **Type** pop-up menu.

12 Click **Mark**.

Once you create the cross-reference and mark the target of the reference, you are ready to generate the cross-reference. When you generate, WordPerfect searches for the target and places the appropriate page number in the reference.

13 Click **Generate** in the **List** dialog box.

An alert box appears to warn you that WordPerfect will update and replace all generated lists, tables of contents, and indexes when you click OK. Existing cross-references and tables of authorities will also be updated.

14 Click **OK**.

To see how the page numbers will appear when printed, choose **Print Preview** from the **File** menu.

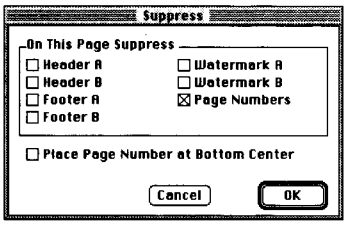
Suppressing Page Numbering on the Current Page

To prevent a page number from appearing on one page,

1 Place the insertion point on the page where you want to suppress the page number.

If you place the insertion point in a paragraph that begins on the previous page, no page number will appear on the previous page.

2 Choose **Suppress** from the **Layout** menu.



3 Click the **Page Numbers** checkbox, then click **OK** to accept the changes and close the dialog box.

If you want to suppress the page number on more than one page, you will need to repeat these steps on each of them, or you can turn off page numbering. See *Turning Off Page Numbering* below.

If the page numbers in a document are placed in a location other than the bottom center, you can also use the Suppress Format dialog box to place the number at the bottom center of the specified page.

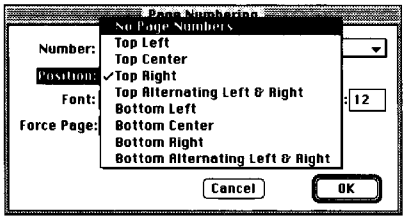
You cannot turn on page numbering for the entire document by selecting this box.

Turning Off Page Numbering

1 Place the insertion point on the page where you want to stop numbering.

If you place the insertion point in a paragraph that begins on the previous page, no page number will appear on the previous page.

2 Choose **Page Numbers** from the **Layout** menu



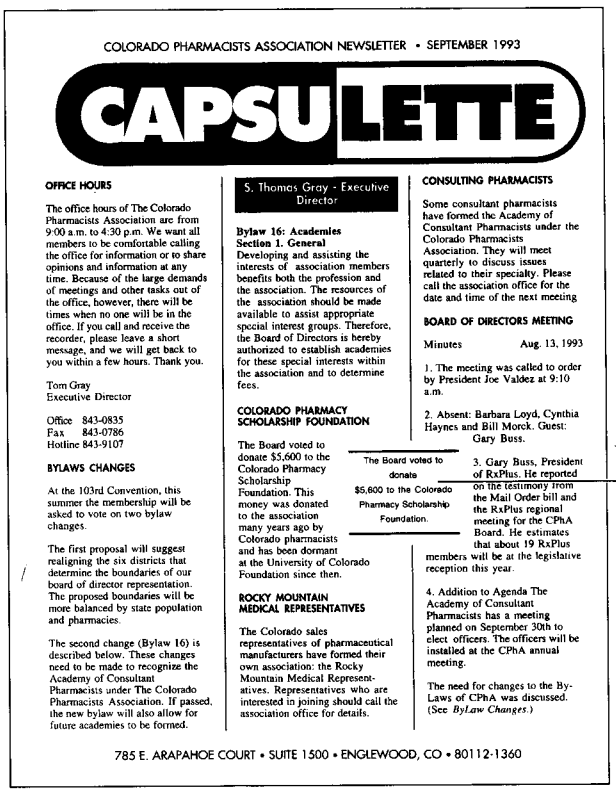
3 Choose **No Page Numbers** from the **Position** pop-up menu, then click **OK**.

No page number will appear on that page or following pages unless you turn page numbering on again later in the document.

If you want to turn off page numbers that are in a header or footer, you must discontinue the header or footer.

Adding Text Boxes

Use the Text Box feature to place text in a box that you can size, crop, move, frame, and caption. Text boxes are useful for newsletter layouts, pull-quotes, sidebars, and other page design needs. When you add a caption to a text box, you can also include the box number in cross-references or in a generated list of boxes.



COLORADO PHARMACISTS ASSOCIATION NEWSLETTER • SEPTEMBER 1993

CAPSULETTE

OFFICE HOURS

The office hours of The Colorado Pharmacists Association are from 9:00 a.m. to 4:30 p.m. We want all members to be comfortable calling the office for information or to share opinions and information at any time. Because of the large demands of meetings and other tasks out of the office, however, there will be times when no one will be in the office. If you call and receive the recorder, please leave a short message, and we will get back to you within a few hours. Thank you.

Tom Gray
Executive Director

Office 843-0835
Fax 843-0786
Hotline 843-9107

BYLAWS CHANGES

At the 103rd Convention, this summer the membership will be asked to vote on two bylaw changes.

The first proposal will suggest realigning the six districts that determine the boundaries of our board of director representation. The proposed boundaries will be more balanced by state population and pharmacies.

The second change (Bylaw 16) is described below. These changes need to be made to recognize the Academy of Consultant Pharmacists under The Colorado Pharmacists Association. If passed, the new bylaw will also allow for future academies to be formed.

S. Thomas Gray - Executive Director

Bylaw 16: Academies
Section 1. General
Developing and assisting the interests of association members benefits both the profession and the association. The resources of the association should be made available to assist appropriate special interest groups. Therefore, the Board of Directors is hereby authorized to establish academies for these special interests within the association and to determine fees.

COLORADO PHARMACY SCHOLARSHIP FOUNDATION

The Board voted to donate $5,600 to the Colorado Pharmacy Scholarship Foundation. This money was donated to the association many years ago by Colorado pharmacists and has been dormant at the University of Colorado Foundation since then.

The Board voted to donate $5,600 to the Colorado Pharmacy Scholarship Foundation.

ROCKY MOUNTAIN MEDICAL REPRESENTATIVES

The Colorado sales representatives of pharmaceutical manufacturers have formed their own association: the Rocky Mountain Medical Representatives. Representatives who are interested in joining should call the association office for details.

CONSULTING PHARMACISTS

Some consultant pharmacists have formed the Academy of Consultant Pharmacists under the Colorado Pharmacists Association. They will meet quarterly to discuss issues related to their specialty. Please call the association office for the date and time of the next meeting

BOARD OF DIRECTORS MEETING

Minutes Aug. 13, 1993

1. The meeting was called to order by President Joe Valdez at 9:10 a.m.

2. Absent: Barbara Loyd, Cynthia Haynes and Bill Morck. Guest: Gary Buss.

3. Gary Buss, President of RxPlus. He reported on the testimony from the Mail Order bill and the RxPlus regional meeting for the CPhA Board. He estimates that about 19 RxPlus members will be at the legislative reception this year.

4. Addition to Agenda The Academy of Consultant Pharmacists has a meeting planned on September 30th to elect officers. The officers will be installed at the CPhA annual meeting.

The need for changes to the By-Laws of CPhA was discussed. (See *ByLaw Changes*.)

785 E. ARAPAHOE COURT • SUITE 1500 • ENGLEWOOD, CO • 80112-1360

Text box with top and bottom frames

This section includes:

- Creating Text Boxes
- Editing Text Boxes
- Sizing or Cropping Text Boxes
- Moving Text Boxes
- Framing Text Boxes
- Captioning Text Boxes
- Renumbering Text Boxes
- Labeling Text Boxes
- Changing Text Box Options

Creating Text Boxes

Creating a text box is like creating a document within a document. You can use most WordPerfect commands and features inside a text box, including tabs, columns, and tables. You can type and format as much as 32K in each box.

1 Place the insertion point where you want to create the text box.

2 Choose **Text Box** from the **Tools** menu, then choose **New**.

A small box with the insertion point located inside appears in the window ready for you to begin typing. Don't worry about the size of the box. You can resize it later.

3 Type text in the box.

The box expands as you fill it with text. You can format text in a text box exactly like you format text in a document. You can change alignment, spacing, the number of columns, tabs, and most other formats. You cannot, however, include a draw overlay, a watermark, a graphic, or another text box within a text box.

4 When you are finished entering text in the text box, click outside the text box to return to the document.

When you create a text box, it is anchored to the current line of text and is treated as a character if you add or delete text before the text box. The text box moves with the text as a regular character would.

If you want the text box to remain in a particular place on the page, you can either move it or change the anchoring options. See *Moving Text Boxes* or *Changing Text Box Options* later in this section.

HINT: If you want to change the formatting of all of your text boxes, you can edit the Text Box style. Choose **Text Box** from the **Tools** menu, then choose **Style**. Make the desired changes in the Style editing window, then click the editing window close box. The changes you make affect existing and new text boxes.

Editing Text Boxes

To edit the contents of a text box,

1 Double-click the text box.

or

Choose **Text Box** from the **Tools** menu, then choose **Edit**. When the Edit Text Box dialog box appears, type the number of the text box you want to edit, make sure the **Content** radio button is selected, and click **OK**.

The insertion point appears inside the text box.

2 Add or delete text or make formatting changes.

3 Click outside the text box to return to the document.

HINT: You can also use the Edit Text Box dialog box to edit the caption or options associated with a text box.

Sizing or Cropping Text Boxes

Sizing Text Boxes

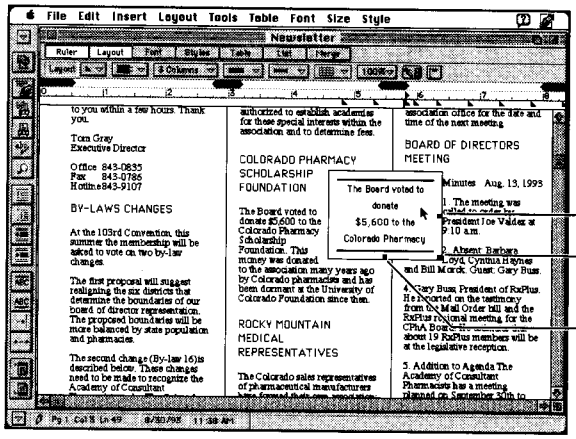
You can change the size of a text box by dragging the sizing handles.

1 Click the text box to select it.

Sizing handles appear on the border of the box.

2 Drag any sizing handle to increase or decrease the size of the box.

Place the pointer on a sizing handle when you drag; otherwise you will move the text box rather than size it.



Drag to change the width of the text box.

Drag to change the height and width of the text box.

Drag to change the height of the text box.

HINT: If you want to increase or decrease the size of the text box proportionally, hold down **Shift** and drag the corner handle.

The box size changes, but the size of the text remains the same. Text will wrap to fit the dimensions of the box.

You can also use the Box Options dialog box to set an exact size and position for the text box. After selecting the text box, choose **Text Box** from the **Tools** menu, then choose **Options**. Enter the size, position, and other options you want, then click **OK**.

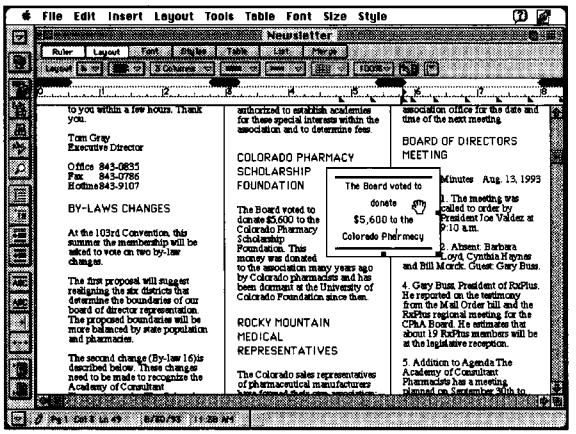
Cropping Text Boxes

To crop a text box, you can move the text within the box or you can change the size or position of the text inside.

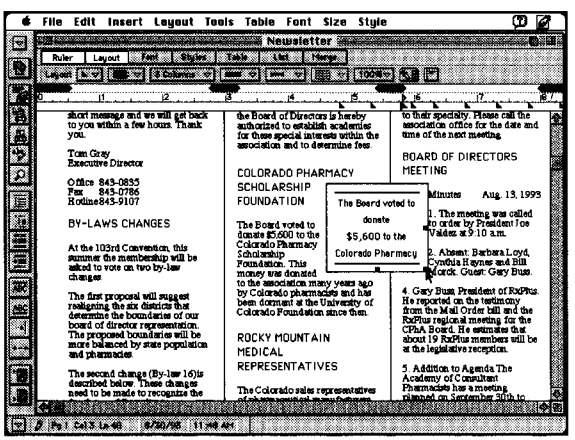
1 Click the text box to select it.

2 To move the text within the box, place the pointer inside the box, hold down ⌘, then drag the text to a new location in the box.

The pointer changes to a hand. Any part of the text that is moved outside the perimeters of the box is cut off from view.



3 To change the size of the box without changing the size or position of the text inside, hold down ⌘, then drag a sizing handle.



HINT: You can also crop a text box using the Text Box Options dialog box. See *Changing Text Box Options* later in this section.

Moving Text Boxes

When you move a text box, the text in your document reformats around the box.

1 Click the text box to select it.

If you just finished creating the box, you will have to click outside the box before you click the box to select it. Sizing handles appear around the box when it is selected.

2 Place the pointer anywhere inside the box, then drag the box to a new location.

Be careful not to drag a sizing handle, or you will resize the box rather than move it.

HINT: You can also use the Box Options dialog box to move a text box. See *Changing Text Box Options* later in this section.

When you move a text box, it becomes anchored to the page, and text wraps around the box.

Anchoring Text Boxes

When you create a text box, it is anchored as a character, which means that WordPerfect will treat it like a single character. If you add or delete text before the text box, the text box will move with the text that surrounds it. Any text you type next to the box aligns at the bottom of the box.

When you create a text box, a Text Box code is inserted in the document at the insertion point. If you move the text box on the page, anchoring it to the page, and then add or delete enough text before the code so that the code moves to a different page, the text box moves to that page as well, but it stays in the same horizontal and vertical position on the new page as it was on the previous page.

Anchoring Text Boxes to Paragraphs • You can also anchor a text box to a paragraph, so that it will stay in the same position relative to the top left of the paragraph that contains the Text Box code, regardless of how much text you add or delete in front of the box. This is particularly useful for creating drop caps that you want to be associated with specific paragraphs.

If you anchor a text box to a paragraph, it will be anchored to the paragraph that contains the Text Box code, not necessarily to the paragraph in which the text box is currently located. If the Text Box code moves to a new page, everything between the beginning of the paragraph that contains the code and the box itself moves to the new page.

HINT: Using System 7.5, if you anchor a box to a paragraph and then move the box to a new position, it becomes anchored to the paragraph you drag it to.

For instructions on how to change the anchoring options of a text box, see *Changing Text Box Options* later in this section.

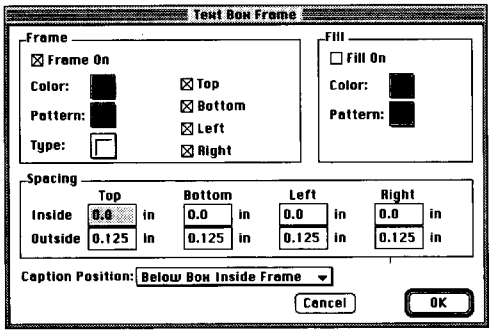
Framing Text Boxes

Use the Text Box Frame feature to add a four-sided or partial frame to a text box using one of several frame styles, patterns, and colors. You can choose a color and pattern to fill the area inside the box. You can also offset both the box text and document text a specific distance from the frame.

1 Click the text box to select it.

Handles appear around the box.

2 Choose **Text Box** from the **Tools** menu, then choose **Frame.**



3 Choose the type of frame you want from the **Type** pop-up palette.

4 If you want to use color or a pattern for the frame, select the options you want from the other **Frame** pop-up palettes.

5 Make sure the **Top**, **Bottom**, **Left**, and **Right** checkboxes are selected if you want the frame to appear on all sides of the text box.

6 If you want to fill the text box with color or a pattern, select the desired options from the **Fill** pop-up palettes.

7 If you want to change the spacing between the text and the frame, or between the document text and the frame, make changes in the **Spacing** boxes.

To change the settings, double-click the appropriate Spacing box, then type a new value. You can click the unit of measurement to choose a new unit of measurement.

8 If you are using a caption, choose a position for the caption from the **Caption Position** pop-up menu.

9 Click **OK** to accept the changes and close the dialog box.

The frame appears around the text box.

Captioning Text Boxes

Use the Text Box Caption feature if you want to number or title a text box or include it in a generated list.

1 Click the text box to select it.

Handles appear around the box.

2 Choose **Text box** from the **Tools** menu, then choose **Caption.**

A caption box appears at the bottom of the text box with a number inserted. The text box is renumbered if more text boxes are created in front of it in the document. You can delete the number if you choose. WordPerfect keeps track of the box number even if the number does not appear in the caption.

HINT: You can change the Text Box Caption style using the Edit Style dialog box. See *Formatting with Styles* in *Chapter 14: Saving Time with Automated Tasks* for information about editing styles.

3 Type the caption.

The caption can use as much as 32K as long as it fits on a single page. You can change the font and size of the caption if you like.

4 Click outside the text box when you finish creating the caption.

The caption appears inside the text box at the bottom, unless you change the caption position using the Text Box Frame dialog box. To open the dialog box, select the text box, choose **Text Box** from the **Tools** menu, then choose **Frame**.

Editing Captions

Once you click outside a text box so it is no longer selected, the box around the caption disappears and the caption becomes a part of the text box.

1 Click the text box to select it.

2 Choose **Text Box** from the **Tools** menu, then choose **Caption**.

You can also double-click the caption. A box reappears around the caption. The insertion point is placed inside the box, so you can edit text.

3 Edit the caption text.

To remove the entire caption, delete all of the text (including the box number information). The caption box disappears when you click outside the graphic box.

4 Click outside the box to accept the changes and close the caption box.

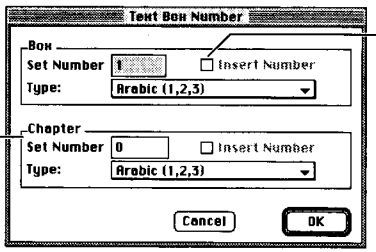
Renumbering Text Boxes

When you create a text box, WordPerfect assigns a number to the box. If you add a caption to the box, that number appears in the caption. Whether or not you caption the box, WordPerfect keeps track of the number assigned to each box. This is useful when you want to generate a list of text boxes, or cross-reference text boxes in your document.

Text boxes are numbered consecutively with Arabic numerals. Use the Text Box Number dialog box to renumber text boxes or change the numbering style to Roman numerals or letters.

1 Select the text box you want to renumber.

2 Choose **Text Box** from the **Tools** menu, then choose **Number**.



Click Insert Number to insert a new number into a caption or caption style if you have deleted the previous number.

Chapter options only apply if you have added a chapter number to the Text Box Caption style.

3 If you want to change the number, type a new number in the **Set Number** box.

All text boxes following this one are numbered consecutively starting with the new number. This number appears only if you add a caption to the text box.

4 If you want to change the numbering style, choose a new option from the **Type** pop-up menu.

You can choose from Lowercase Roman, Uppercase Roman, or Letters. The value in the Set Number box is always displayed in Arabic numerals.

If you have edited the text box caption style to include a chapter number, you may also set the chapter number for the selected text box.

5 Click **OK** to accept the changes and close the dialog box.

The selected text box and any text boxes that follow are renumbered to reflect your choices.

HINT: If you want to number a text box apart from the other text boxes, assign a label other than "Text Box" to the box. See *Labeling Text Boxes* later in this section for more information.

Adding Chapter Numbers

If you are working with a document that contains several sections or chapters, you might want to add a chapter number to your box numbering style. For example, if you add a chapter number and a decimal before the box number in the style, numbers will appear as 1.1, 1.2, 1.3, and so forth, in the captions.

Use the Chapter feature to add a chapter (or section) number to the box number in the box caption.

1 Click **Styles** on the **Control** Bar to open the Styles bar, then click **Edit** on the **Styles** bar.

2 Select the **Text Box Caption** style in the list box.

or

If you want to add a chapter number to captions of figure boxes, boxes labeled "Table," or user boxes, select the appropriate style in the list box.

3 Click **Edit**.

The Style editing window appears.

4 Place the insertion point in front of the number in the Style editing window.

5 Choose **Text Box** from the **Tools** menu, then choose **Number**.

6 Click the **Insert Number** checkbox in the **Chapter** section, then click **OK**.

A chapter number appears in the Style editing window.

You should not change the chapter number in the Style editing window. To set the chapter number of a text box, use the Text Box Number dialog after you close the Style editing window.

7 Add punctuation between the two numbers.

You can add a decimal, a dash, or any other punctuation to separate the two numbers.

8 Click the Style editing window close box.

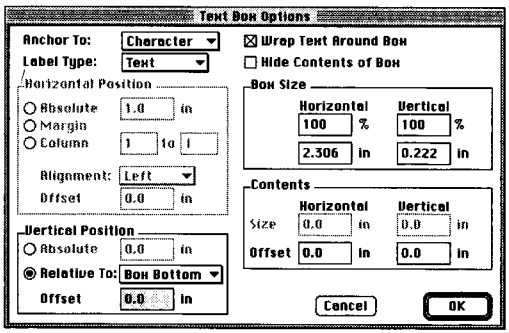
Captions in your document are updated to reflect the style change.

Labeling Text Boxes

You can label a text box so that it will be numbered with a different set of boxes or so it will be listed with a different set of boxes when you generate a list.

1 Click the text box to select it.

2 Choose **Text Box** from the **Tools** menu, then choose **Options**.



3 Choose an option from the **Label Type** pop-up menu.

You can label the text box as a Figure, Table, Text Box, or User Box, regardless of the actual contents of the box. If you label a text box as a Figure, it will be numbered consecutively with any Figure boxes in the document. If you label it as a Table, it will be numbered or listed with other boxes labeled "table."

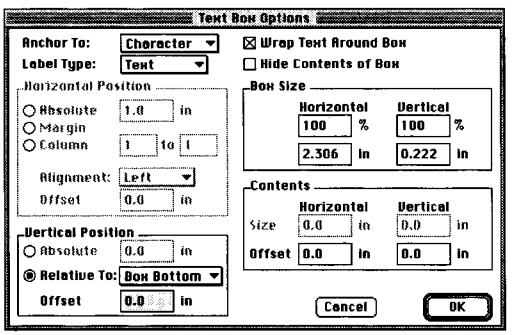
Changing Text Box Options

Use the Text Box Options dialog box to make choices about how you want the box to function. You can:

- Anchor a box as a character or to a page or paragraph.
- Label a box as a figure, table, text, or user box.
- Align a box in relation to page or column margins.
- Change the horizontal and vertical position of a box.
- Change the position of text next to the box.
- Hide the contents of a box.
- Size and crop the box or move the contents within a box.

1 Click the text box to select it.

2 Choose **Text Box** from the **Tools** menu, then choose **Options**.



3 Select the appropriate options in the dialog box, then click **OK**.

To do this:	Do this:
Change the anchoring type	Choose an option from the **Anchor To** pop-up menu. See *Moving Text Boxes* earlier in this section for more information about anchor types.
Label the text box	Choose an option from the **Label Type** pop-up menu. See *Labeling Text Boxes* earlier in this section for more information about labels.
Change the position of the text box	Make the desired changes to the Horizontal and Vertical Position options. See *Changing Box Positions* later in this section for more information.
Change the size of the box without changing the size of its contents	Make changes in the Box Size section of the dialog box.
Change the size of the contents without changing the size of the box	Make changes to the Size options in the Contents section of the dialog box.

To do this:	Do this:
Wrap text around the box	Click **Wrap Text Around Box**. When this option is marked, text wraps around the box. If you turn this option off, text is displayed behind the box (as though the box did not exist). You can use this option to place text on both sides of a graphic; insert spaces or tabs to move text around the box any way you like.
Hide the contents of the box on screen and on the printed page	Click **Hide Contents of Box**.

Changing Box Positions

The Text Box Options dialog box includes the following options for adjusting the horizontal position of text boxes:

Dialog Box Option:	Explanation:
Absolute (Page-anchored)	If you select this option, you can type a value in the text box. The left side of the box aligns with the corresponding position on the Ruler.
Margin (Page-anchored)	WordPerfect aligns the text box with the margins according to the alignment type you specify (left, right, center, or justify). You can also use the Offset box to align the box a relative distance from the margin.
Column (Page-anchored)	WordPerfect aligns the text box with existing columns (when columns are defined) according to the alignment type you specify. Left: The left side of the box aligns with the left margin of the column you specify in the first column text box. Right: The right side of the box aligns with the right margin of the column you specify in the second column text box. Center: The box is centered between the outside margins of the columns you specify. Justify: The box changes size so that the left and right sides of the box align with the outside margins of the columns you specify. You can also use the Offset box to align the box a relative distance from column margins.

Dialog Box Option:	Explanation:
Alignment	WordPerfect aligns a page-anchored or paragraph-anchored box according to the option you specify. Left: The left side of the box aligns with the left margin of the paragraph that contains the box code. Right: The right side of the box aligns with the right margin of the paragraph that contains the box code. Center: The left and right sides of the box are centered between the left and right margins of the paragraph that contains the box code. Justify: The box changes size so that the left and right sides of the box align with the left and right margins of the paragraph that contains the box code. You can also use the Offset box to align the box a relative distance from the margins.
Offset	If you set a relative position (either Margin or Column), you can offset the box from that relative position. For example, if you want the box to be placed one inch from the left margin, select **Margin**, choose **Left** in the **Alignment** pop-up menu, then type 1 in the **Offset** box.

The Text Box Options dialog box includes the following options for adjusting the vertical position of text boxes:

Dialog box option:	Explanation:
Absolute (Page-anchored)	If you select this option, you can set an exact location for the top edge of the box.
Relative to (Character-anchored)	When a box is anchored to a character, you can align the text next to the box in the following positions: Baseline: The baseline of the text aligns with the bottom of the box. Box Top: the top of the text aligns with the top of the box. Box Middle: The middle of the text aligns with the vertical center of the box. Box Bottom: The bottom of the text aligns with the bottom of the box.

Dialog box option:	Explanation:
Relative To (Page-Anchored)	When a box is anchored to a page, the Relative To pop-up menu aligns the box vertically (between the top and bottom margins of the page) relative to one of four positions: Whole Page: The box changes size so the top and bottom sides of the box align with the top and bottom margins of the page. Page Top: The top of the box is aligned with the top margin of the page. Page Middle: The vertical center of the box is aligned with the vertical center of the page. Page Bottom: The bottom of the box is aligned with the bottom margin of the page. You can also use the Offset box to align the box a relative distance from those positions.
Offset	If you select the Relative To option, you can offset the box (or the text) from the relative position you choose in the pop-up menu. If, for example, you align a box with the Page Top, then type 1 in the Offset box, the box is placed 1 inch from the top margin of the page.

Cross-Referencing Information

A cross-reference is a notation or instruction in a document that directs the reader's attention to pertinent information elsewhere in the document, such as "See page 10." A cross-reference can refer the reader to a page number, paragraph number, outline number, footnote, endnote, graphic figure, table box, or text box.

When you use the Cross-Reference feature, WordPerfect updates cross-references each time you generate. If you add or delete text and the cross-reference numbers in the cross-references become inaccurate, you can just regenerate to correct them.

Use the List dialog box or the List bar to cross-reference information in a document.

1 Create a reference.

2 Mark the target of the reference.

The *target* is the information you are referring to.

3 Generate the cross-reference(s).

More detailed instructions for each step are included under the following headings in this section:

- Creating References
- Marking Targets for References
- Generating Cross-References

For more information about using the List bar and other ruler bars, see *The Ruler Bars* in *Chapter 2: Introducing WordPerfect.*

Creating References

You can create references as you write, or you can add references to existing text.

1 Type any introductory text you want to include, then place the insertion point where you want the cross-reference to appear.

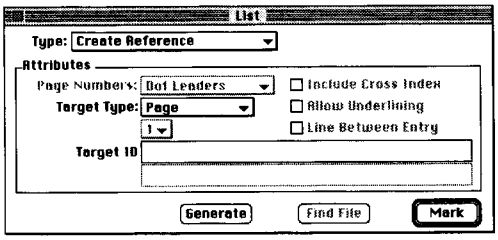
For example, if you are referencing a section later in the document, you may type "(see page.)"

2 Choose **List** from the **Tools** menu.

or

Click **Other** on the **List** bar.

3 Choose **Create Reference** from the **Type** pop-up menu.



4 Choose an option from the **Target Type** pop-up menu to identify the type of number you want to appear in the reference.

To refer the reader to a(n):	Choose this:
Page Number	Page
Paragraph Number (numbered consecutively from the beginning of the document)	Paragraph
Outline Number	Paragraph (see *Hint* below)
Footnote Number	Footnote
Endnote Number	Endnote
Graphic Figure Number	Figure
Table Box Number	Table
Text Box Number	Text Box

HINT: To refer the reader to an outline number, the insertion point must be in a paragraph where outlining is on or a single outline number has been inserted.

5 Type a target ID in the **Target ID** box.

The target ID is a title, or tag, that you use to connect the cross-reference with the information being referenced. It should be a word or short phrase that you can easily remember so that you can assign the same ID to the target of the reference. The target ID for the reference must match the target ID for the target.

6 Click **Mark**.

A question mark appears in the document at the insertion point. The question mark is replaced with the cross-reference item when you mark the target and generate cross-references.

The List dialog box remains open until you close it, so you can define, mark, and generate cross-references without having to open the dialog box for each step. You may want to move the dialog box and resize the document, so both can be seen on screen at the same time.

HINT: You can create a cross-reference that includes two references to same target, such as "See page 23, figure 2." Create two separate references: one for the page number and one for the figure number. Because both items you are referencing are on the same page, you need only one target; use the same target ID in both references and the target.

Marking Targets for References

The *target* for the reference is the information you are directing the reader to. You can mark targets as you write, or you can mark targets in existing text. You can also mark targets before or after creating the references.

1 Place the insertion point immediately after the target information in your document.

The target may be a user-defined item or an item of text, a graphic, table box, text box, footnote, or endnote.

If you are marking a box (graphic figure, text box, table, equation, or user box), make sure the insertion point is to the right of the code that defines that box. To locate the code, click the box, choose **Show Codes** from the **Edit** menu, then use the right arrow key to move the insertion point to the right of the box code.

If you are marking a footnote or endnote and want the note number (not the page number) to appear in the cross-reference, place the insertion point immediately to the right of the note number. You can also place the insertion point anywhere in the Footnote/Endnote editing window of the note you want to mark if you want the footnote/endnote number to appear in the cross-reference.

2 Choose **List** on the **Tools** menu.

or

If the List dialog box is open and visible on your screen, click it.

The List dialog box becomes active.

3 Choose **Mark Target** from the **Type** pop-up menu.

4 Type the target ID in the **Target ID** box.

The target ID that you enter here must be spelled the same as the target ID you used to create the reference.

5 Click **Mark.**

After you mark a target for each reference, you are ready to generate the cross-references.

HINT: You can mark more than one target for a single reference, such as "(see pages 10, 24, 27)," but they must all use the same target ID.

When the List bar is displayed, WordPerfect displays a ▲ symbol next to all marked text. To display the symbol, click **List** on the **Control** Bar. You can also display the symbol by choosing **Show ¶** from the **Edit** menu.

Generating Cross-References

Once you have marked all the references and targets in your document, you are ready to generate the cross-references.

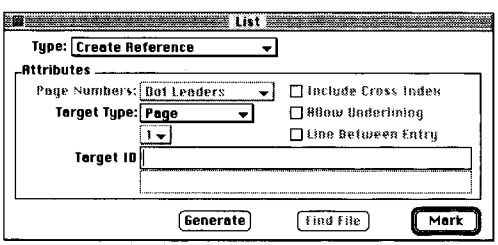
Generating will update all cross-references in the document.

1 Choose **List** from the **Tools** menu.

or

If the List dialog box is open and visible on screen, click it.

The List dialog box becomes active.



2 Click **Generate.**

HINT: You can also click the **Generate** button on the **List** bar in place of steps 1 and 2.

An alert box appears to warn you that WordPerfect will update and replace all generated lists, tables of contents, and indexes when you click OK. Existing cross-references and tables of authorities will also be updated.

3 Click **OK** to continue.

As the cross-references are being generated, a counter indicates the progress of the generation.

Creating a Table of Authorities

A table of authorities is a list of citations, often used in legal briefs to cite specific cases and statutes that relate to the document.

A table of authorities can contain as many as 16 sections, allowing you to list cases in one section, statutes in another section, regulations in another, and so forth. Citations in each section appear alphabetically, followed by the page numbers for each citation.

The following document shows what a table of authorities might look like with two sections.

TABLE OF AUTHORITIES

CASES PAGE

Bivens v. Six Unknown Named Agents of Federal Bureau of Narcotics, 403 U.S. 388 (1970) 5, 10, 11

Black v. United States, 385 U.S. 26 (1966) 9

Briggs V. Goodwin, 698 F.2d 486 (D.C. Cir. 1983), aff'd on remand, 712 F.2d. 1444 (D.C. Cir. 1983) 10

Bursey v. Weatherford, 528 F.2d 483 (4th Cir. 1975), rev'd, 429 U.S. 545 (1977) 6, 8

Coleman v. Frantz, 754 F.2d 719 (7th Cir. 1985) 13

Conner v. Reinhard, 847 F.2d 384 (7th Cir. 1988) 12

Egger v. Phillips, 710 F.2d 292 (1983) 10

Gallarelli v. United States, 441 F.2d 1402 (3rd Cir. 1971) 7

Gideon v. Wainwright, 372 U.S. 335 (1963) 3

Glasser v. United States, 315 U.S. 60 (1941) 12

Massiah v. United States, 377 U.S. 201 (1963) 4, 6

Miranda v. Arizona, 384 U.S. 436 (1965) 4

Moore v. Illinois, 434 U.S. 220 (1977) 4

STATUTES

Administrative Procedure Act (4 U.S.C. §§ 600-605) 9

Civil Rights Act of 1964 (31 U.S.C. § 1000e-15) 13

Bridon Act (6 U.S.C. § 936-940) 7

Environmental Protection Act (19 U.S.C. §§ 200-235) 3

Use the List dialog box or the List bar to create a table of authorities.

1. Define the location of each section of the table.
2. Mark the citations in the document.
3. Generate the table.

This section includes more specific instructions under the following headings:

- Defining a Table of Authorities
- Marking Citations for a Table of Authorities
- Generating a Table of Authorities
- More Table of Authorities Information

For more information about using the List bar, see *The Ruler Bars* in *Chapter 2.*

Defining a Table of Authorities

Before you create a table of authorities, you should specify where you want each section of the table to appear and how you want each section to be numbered. This is called *defining* the table of authorities.

You can define a table before or after marking the citations.

1 Place the insertion point where you want the table of authorities to begin.

If you want the table of authorities to be on a separate page, insert a page break (⌘-Return) before and after the table.

2 Type the headings for each section of the table.

For example, if you want the table to have separate sections for cases, statutes, and regulations, type those three headings on separate lines (leaving blank lines between them.)

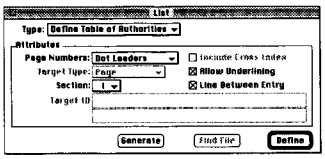
Because you define each section of the table separately, you can type all of the headings at one time, or you can type each heading before you define that section.

3 Place the insertion point on the line below the heading of the section you wish to define.

4 Choose **List** from the **Tools** menu.

or

Click **Other** on the **List** bar.



5 Choose **Define Table of Authorities** from the **Type** pop-up menu.

HINT: If the Define Table of Authorities option is dimmed, deselect any text that is selected and try again.

6 Choose the section (1 to 16) you are defining from the **Section** pop-up menu.

7 Choose a numbering style from the **Page Numbers** pop-up menu.

You can choose one of the following styles:

This style:	Looks like this:
(No Numbers)	Entry
Follows Entry	Entry 2
() Follows Entry	Entry (2)
Flush Right	Entry 2
Dot Leaders	Entry 2

8 Select other options you want from the dialog box.

If you do not want any underlining in the table, deselect the **Allow Underlining** checkbox.

If you do not want a blank line between each entry, deselect the **Line Between Entry** checkbox.

9 Click **Define**.

A <<Table of Authorities Generated Here>> message appears in your document. When you generate the table, this message is replaced with the text of the table.

10 Repeat steps 3 through 10 to define each additional section of the table of authorities.

HINT: The List dialog box remains open until you close it. If you are defining several sections, you may want to move the dialog box (and size the windows if necessary) so you can simply click on the dialog box to make it active each time you need it.

After you define the table of authorities, you are ready to mark the citations in the document, then generate the table.

Marking Citations for a Table of Authorities

When you mark citations in a document, you specify the location of the citation in the document and the section you want it to appear in. Then you enter the text of the citation as you want it to appear in the table of authorities.

You can mark citations as you write, or you can mark existing text. You can add and delete citation marks at any time.

1 Place the insertion point in the first occurrence of a citation.

or

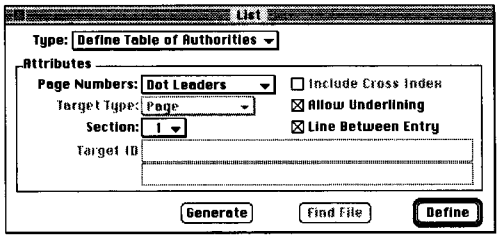
Select the text you want to use in the table of authorities.

2 Choose **List** from the **Tools** menu.

or

If the List dialog box is open and visible on screen, click on it.

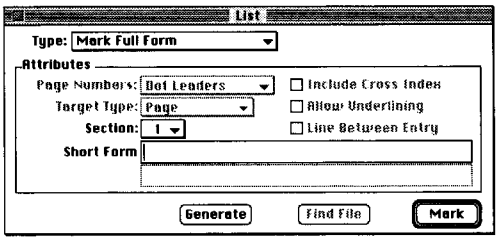
The List dialog box becomes active.



The first time you mark a citation, you create the *full form* of the citation (as it will appear in the table) and you assign a *short form* name (or tag) that you can use to mark subsequent citations of the same case.

3 Choose **Mark Full Form** from the **Type** pop-up menu.

The Short Form box and a Section pop-up menu appear.



4 Choose a section (1 to 16) from the **Section** pop-up menu.

This setting indicates which section of the table of authorities the citation will appear in.

5 If you did not select text (in step 1), or if you want to change the text displayed in the Short Form box, type a short form name in the **Short Form** box.

This is a tag that ties the reference to the full form. The tag can be as many as 40 characters in length, but you may want to keep it brief, so it will be easy to remember. If you forget the short form, you can use Show Codes or Find Codes to view the tag name with the Mark code. See *Using Formatting Codes* in *Chapter 7: Formatting Documents* for more information.

HINT: When you mark citations with the short form, you will not need to match uppercase and lowercase characters.

The next time you mark text that refers to the same citation, you can choose Mark Short Form (instead of Mark Full Form) and type the tag. When you generate, WordPerfect will include the location of the citation with the full form entry in the table of authorities.

6 Click **Mark**.

An editing window opens to let you type and format the full form text of the citation (as it will appear in the table). If you selected text, the text appears in the window. You can use this text as the full form, or edit it to create the full form.

7 When you are finished creating the full form, click the close box to save the form and close the window.

8 Repeat steps 1 through 7 to continue marking all the citations you want to appear in the table of authorities.

HINT: When you want to mark a citation that you have already created a full form for, use **Mark Short Form** (instead of Mark Full Form) and type the short form tag.

You must create a full form of a citation before you can use Mark Short Form.

When you have marked all the citations (and have defined each section of the table), you are ready to generate the table.

When the List bar is open, WordPerfect displays symbols that indicate what text is marked. You can also display those symbols by choosing Show ¶ from the Edit menu.

WordPerfect displays symbols around each marked text item when the List bar is displayed. You can view these (and other) symbols when the List bar is not displayed by choosing Show ¶ from the Edit menu.

Generating a Table of Authorities

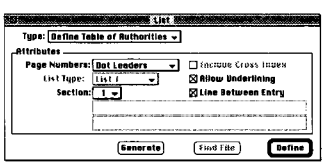
After you have defined the table and marked the citations you want to include in the table,

1 Choose **List** from the **Tools** menu.

or

If the List dialog box is open and visible on screen, click it.

The List dialog box becomes active.



2 Click **Generate**.

HINT: You can also click **Generate** on the **List** bar in place of steps 1 and 2.

An alert box appears to warn you that WordPerfect will update and replace all generated lists, tables of contents, and indexes when you click OK. Existing cross-references and tables of authorities will also be updated.

3 Click **OK** to continue.

As the table of authorities is being compiled, a counter indicates the progress of the generation.

Table of authorities entries are alphabetized in each section of the table. The table of authorities uses the current tab settings in your document. You can change the tab settings if you want the levels to appear at different locations. For more information about setting tabs, see *Formatting Lines and Paragraphs* in *Chapter 7: Formatting Documents.*

More Table of Authorities Information

Removing Markings

If you change your mind about including a citation, remove the marking code. To remove the code, open the codes window, find the code, and delete it. You can also use the Find Code feature to help you find the code. See *Using Formatting Codes* in *Chapter 7: Formatting Documents* for more information.

Editing Citation Full Forms

You can make changes to the text of a generated table of authorities, but if you regenerate the table later, those changes will be lost.

If you want to make changes to the full form of a citation so they will be included every time you generate,

1 Place the insertion point in your document as close to where you originally created the full form as you can remember.

If you chose Show ¶ from the Edit menu, a ▲ appears at each place where marked text is located.

2 Choose **List** from the **Tools** menu.

3 Choose **Edit Full Form (Previous)** or **Edit Full Form (Next)** from the **Type** pop-up menu.

WordPerfect searches for the previous or next full form. When it locates a full form, its short form tag appears in the Short Form box. If this is not the form you want to edit, press the arrow icons to move to the previous or next full form again.

4 When you locate the correct form, click **Edit.**

The full form editing window opens, and you can make any editing changes to the full form that you would make in a document window.

5 When you are finished making changes, click the close box.

The changes to the full form are saved and will be applied the next time you generate a table of authorities.

Generating Lists

Using the List feature, you can define and generate as many as nine different lists in a document. For example, in a research paper or report you may want to have one list of figures and a separate list of tables. Lists of these items make it easy for readers to find them in your documents.

You can create lists of graphics, text boxes, table boxes, movies, or text items.

FIGURE LIST

Figure 1.1 Draw Overlays, Graphics, and Watermarks
Figure 2.1 Paint vs. Draw Graphics
Figure 2.2 Editing Paint and Draw Graphic
Figure 3.1 Handles and the Bounding Rectangle
Figure 3.2 Object Types
Figure 4.1 The Tool Palette
Figure 4.2 Moving the Tool Palette
Figure 5.1 The Grid
Figure 6.1 Sizing Objects
Figure 7.1 Aligning Objects Horizontally

Use the List dialog box or the List bar to generate a list in your document.

1. Define the list.
2. Specify the items you want to include in the list.
3. Generate the list.

This section includes:

- Defining Lists
- Specifying Items for Lists
- Generating Lists

For more information about using the List bar, see *The Ruler Bars* in *Chapter 2: Introducing WordPerfect.*

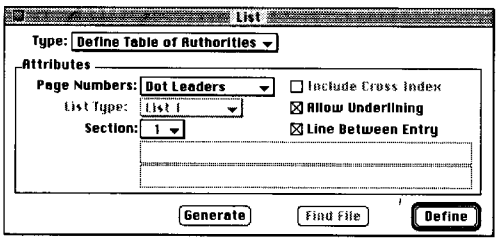
Defining Lists

Before you can generate lists, you need to designate where you want each list to appear and how you want each to be numbered.

1. Place the insertion point where you want a list to begin.

2 If you want a title above the list, type and format the title, then press **Return** to add any blank lines you want.

3 Choose **List** from the **Tools** menu.



4 Choose **Define Lists** from the **Type** pop-up menu.

HINT: If Define Lists is dimmed, deselect any text that is selected, then try again.

5 Choose a list from the **List Type** pop-up menu.

To create a list of:	**Choose this Type setting:**
Text items	List 1 - 5, or User
All graphics or text boxes that are captioned and labeled "Table"	Table
All text box captions	Text Box
All graphics captions	Figure
Multiple types of items (such as graphics *and* text boxes)	User
Only certain graphics captions or tables	User
Only certain text box captions	User

HINT: To generate a list of tables created with the Tables feature, use the Text Box feature to create a text box, then create the table inside the text box.

HINT: To include boxes (such as graphics, text boxes, tables, or movies) in a Table list or User list, you need to label the boxes in addition to assigning them a caption. See *Labeling Items for Lists* under *Specifying Items for Lists* below.

HINT: The names of the list types are designed to help you easily identify the various lists you can define in your document. You can, however, assign items to a particular list that do not fit the description of the list. For example, you can include a text box caption in a Figure list, or you can include a text item in a Table list. To do so, simply assign the appropriate label to the item after you mark or caption it. See *Labeling Items for Lists* under *Specifying Items for Lists* below for details.

6 If you want a blank line between list items, click the **Line Between Entry** checkbox.

7 Click **Define**.

A <<List Generated Here>> message appears in your document. This message is replaced with the list when you generate.

8 Repeat steps 1 through 7 for each list you want in your document (as many as nine lists).

HINT: If you want a list to be on a separate page, insert page breaks (⌘-**Return**) to separate it from the body of the document.

Specifying Items for Lists

When you want to generate a list of items found in your document, you need to specify which items to include in the list. The method you use to specify the list items varies depending on the type of list you have defined and the type of item you want to include.

In some cases, you need to *mark* the items you want to include. In other cases, such as when you want to list graphics, you need to *caption* the items. And in some cases, you need to *label* the items. Use the table below to determine which method you should use for the type of list you want to create.

If you defined this type of list:	Use this method of marking list items:
List 1 - 5 (for text items)	Mark
Figure (for all graphics captions)	Caption
Table (for all text boxes or graphics labeled "Table")	Caption and Label
Text Box (for all captioned Text Boxes)	Caption
User (for multiple types of items or for only specified items)	Caption and Label

If you need help determining which type of list you should mark items for, see *Defining Lists* earlier in this section.

HINT: To generate a list of tables created with the Tables feature, use the Text Box feature to create a text box, then create the table inside the text box.

You can mark, caption, or label list items as you create the document or after the document is created.

Marking Items for Lists

Use the Mark for List command when you want to include text items in a generated list.

1 Select the text you want included in the list.

Only the text will be included in the list; text formats such as font, size, and text style will not be included.

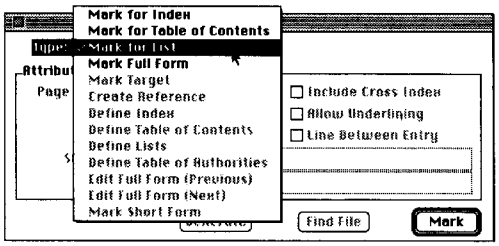
2 Choose **List** from the **Tools** menu.

or

If the List dialog box is open and visible on screen, click it.

The List dialog box becomes active.

3 Choose **Mark for List** from the **Type** pop-up menu.



4 Choose a list number (or type) from the **List Type** pop-up menu.

HINT: If you want to include text in a figure list or other type of list, you may choose Figure, Table, Text Box, or User according to the type of list you defined.

5 Click **Mark** to mark the selected text.

6 Repeat steps 1 through 5 until you have marked all the text you want to include in the generated lists.

WordPerfect displays symbols around each marked text item when the List bar is displayed. You can view these (and other) symbols when the List bar is not displayed by choosing Show ¶ from the Edit menu.

Adding Captions to Items for Lists

Use the Caption feature to add captions to graphics, text boxes, tables, or movies when you want to include them in a generated list.

To add a caption to a graphic, table, or text box,

1 Select the graphic or text box in the document window.

2 Choose **Graphic**, **Text Box**, or **Movie** from the **Tools** menu, then choose **Caption**.

HINT: The caption style varies according to the type of box. You can edit any of the caption styles (Figure Box Caption, Text Box Caption, Table Box Caption, or User Box Caption) using the Edit Style dialog box. See *Formatting with Styles* in *Chapter 14: Saving Time with Automated Tasks* for more information.

3 Edit the caption if you want to include additional text.

You can also delete the figure number or text box number if you do not want it to appear in the list. The text of the caption box will appear in the list exactly as it appears in the caption box.

4 Click outside the caption box to continue working in the document.

5 Repeat steps 1 through 4 for each graphic or text box that you want to caption and include in the list.

When you define and generate a Figure list or a Text Box list, WordPerfect automatically places all of the graphic captions or text box captions in the list.

HINT: If you have defined a Table list or a User Defined list, or if you want to include items other than graphics or text boxes in a Figure or Text Box list, you must also label the items that you want to include.

Labeling Items for Lists

Use the Label command to specify which type of list you want a selected graphic, text box, table, or movie caption to be included in.

For example, if you want to include more than one type of box (such as graphics boxes *and* text boxes) in one list, or if you want to include only *some* of the captions for a particular type of box (only some of the captioned graphics, for example), you can label each item that you want to appear in the list, then define the list for that type of label.

To label an item,

1 Select the graphic, text box, table box, equation, or movie that you want to label.

2 Choose **Graphic**, **Text Box**, or **Movie** from the **Tools** menu, then choose **Options**.

3 Choose a label from the **Label Type** pop-up menu.

WordPerfect provides four different label options, so you can have as many as four different sets of consecutively numbered boxes and can generate four corresponding lists.

You can assign any of the four labels to a graphic, text box, table box, or movie. For example, you can assign a graphic with the "User" label to include it in a list with other boxes labeled "User." You can even label a text box with the "Figure" label, or a graphic with the "Text" label.

HINT: If you want to generate a list of tables created using the Table feature, create each table in a text box, then caption and label each one. For more information about creating a text box, see *Adding Text Boxes* earlier in this chapter.

Generating Lists

When you have defined each list and specified the items to include in each list, you are ready to generate the lists.

1 Choose **List** from the **Tools** menu.

or

If the List dialog box is open and visible on screen, click on it.

The List dialog box becomes active.

2 Click **Generate**.

HINT: You can also click **Generate** on the **List** bar in place of steps 1 and 2.

An alert box appears to warn you that WordPerfect will update and replace all generated lists, tables of contents, and indexes when you click OK. Existing cross-references and tables of authorities will also be updated.

3 Click **OK** to continue.

As the lists are being compiled, a counter indicates the progress of the generation.

Items in each list appear in the order they occur in your document.

You can edit a list after it is generated. However, if you generate again, all lists are replaced and recompiled. Editing changes made to the list itself are lost when you regenerate. If you want editing changes to remain each time you generate, you must edit the marked text or captions that are included in the list rather than editing the generated list.

Creating an Index

An index is a list of topics and the locations in a document where those topics can be found.

Align 29
alignment
  objects 29
  text 142
anchor group 44
anchor point 44, 120, 138
Arc tool 16, 32
arc types 32, 34, 65, 131
Arc Types 34
arcs 32, 34
attributes 65
background square 55, 99
Bezier curves 44
black and white monitor 56, 100
border 98, 107
  color 98
  pattern 101
  size 103, 105
bounding rectangle 14, 21
center 142
Character Map 36
characters
  number in document 52
  special 36
chord 32, 34
circles 33, 92
Clear 37
Clipboard 72
  hide 72
  show 134
Close Graphic 38
closed chord 32, 34
closed wedge 32, 34
color palette 39
  edit 39
color wheel 41, 56, 100, 145
Colors 39
  background 55, 97, 98
  blend 40
  complement 41
  cool 40
  display 42, 56, 100, 123, 125
  edit 39
  fill 39, 55, 131
  final 121
  foreground 55, 97, 98
  mix 40
  pen 39, 65, 98, 131
  rainbow 41
  RGB values 42, 56, 100
  saturation 40
  storage 42
  system color wheel 41
  text 39, 144
  true 42
  warm 40
complement colors 41
control point 44
cool colors 40
coordinates, pointer 73, 131, 135
Copy 43
corners, rounded 126, 128
curve segment 44
Curve tool 16, 44
curves 33, 34, 44, 112, 140
  Bezier 44
  edit 47
  kinks 48
customer support 11
Cut
Cycle Windows 51
defaults
  attributes 65
  save 131
delete objects 37
display, colors 42
document
  new 88
  open 89
  save 129, 130
document icon 38
Document Info 52
draw graphics 12
draw overlay 9, 11
drawing attributes 65
drawing objects 13
drawing window
  close 38
  scroll 18, 24, 26
Duplicate 53
edit
  colors 39
  patterns 96
  text 147
Encapsulated PostScript objects 13
EPS 75
EPS objects 13, 75
export graphics 132
File Manager 54
  Info 52
Fill 59, 65, 131
Fill Color tool 16, 55
Fill Pattern tool 16, 57
Fill tool 16, 59
flip 61, 62
Flip Horizontal 61
Flip Vertical 62
folders 54

Use the List dialog box or the List bar to create an index.

1 Choose the words or phrases you want to include in the index.

You can either mark the index entries at their locations in the document, or you can create a concordance as a separate file containing all the words you want to index.

2 Choose the location and numbering style for the index.

3 Generate the Index.

More detailed instructions for each step are included under the following headings in this section:

- Marking Index Entries in Documents
- Creating Concordances
- Defining Indexes
- Generating Indexes

For more information about using the List bar, see *The Ruler Bars* in *Chapter 2: Introducing WordPerfect.*

Marking Index Entries in Documents

Use the Mark for Index command if you want to mark index entries in the document.

When you mark entries, you specify both the text of the entry and the location of the information about that entry. You can mark entries as you write, or you can mark entries in existing text.

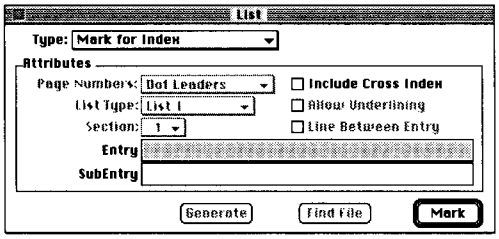
1 Select the word or phrase in the text of the document that you want to reference in the index.

You can use this text as the index entry or subentry, or you can simply mark this text and specify the entry you want to reference it with.

2 Choose **List** from the **Tools** menu.

or

Click **Other** on the **List** bar.



3 Choose **Mark for Index** from the **Type** pop-up menu.

The text you selected in step 1 appears in the Entry box.

4 If you want to keep the current entry, press **Tab** to move to the **SubEntry** box.

or

If you want to change the entry, type the new entry, then press **Tab** to move to the **SubEntry** box.

If you type a new entry, the selected text moves to the SubEntry box.

Be sure the text you use in the Entry box is exactly as you want it to appear in the index, including capitalization and punctuation.

5 If you want the marked text to be referenced with a subentry in the index, type the subentry in the **SubEntry** box.

If the originally selected text appears in the SubEntry box and you want to use it as the subentry, you do not need to type a subentry. If you do not want a subentry, make sure this box is empty.

6 If you want to cross-index the entry and subentry, select **Include Cross-Index.**

If you select this option, the location you are marking will appear in two places in the index. For example, if the entry is "equipment" and the subentry is "manufacturing," cross-indexing this entry will generate two index entries: "equipment, manufacturing" and "manufacturing, equipment."

7 Click **Mark** to mark the entry.

Repeat steps 2 through 7 until you have finished marking all the references you want to include in the index.

8 When you are finished marking entries, click the close box to close the dialog box.

If you want to include additional index entries from a concordance list, see *Creating Concordances* below.

WordPerfect displays symbols next to each marked text item when the List bar is displayed. You can view these (and other) symbols when the List bar is not displayed by choosing Show ¶ from the Edit menu.

Removing Index Markings

If you change your mind about including an entry, you will need to remove the marking code. To remove the code, open the codes window (⌘-**Shift**-K), find the code, and delete it. You can also use the Find Code feature to help you find the code. See *Using Formatting Codes* in *Chapter 7: Formatting Documents* for more information.

Creating Concordances

A concordance is a separate document containing a list of words and phrases that you want to include in an index.

When you generate an index, WordPerfect will insert page numbers of any entries you have marked in the document and every occurrence of concordance entries.

To create a concordance,

1 Choose **New** from the **File** menu to open a new document.

2 Type an index entry, then press **Return.**

The entry can be as long as you want (and can even wrap to the next line), but it must end with a hard return.

The entries you include in the concordance must be spelled exactly the same as the occurrences in the text. However, capitalization is irrelevant in the matching process. For example, "Cat" in the concordance will match "cat" but not "Cats."

You should type entries in the concordance file as you want them to appear in the index. For example, if you want all the entries to have initial caps, you should type them that way in the concordance.

3 Repeat step 2 for each index entry you want in the concordance.

HINT: WordPerfect will compile the index more quickly if the concordance is alphabetized, but you do not need to alphabetize it as you type the entries. You can use the Sort feature to alphabetize the list after it is typed. See *Alphabetizing or Sorting Text* in *Chapter 6: Editing Documents* for information about alphabetizing.

4 Choose **Save** from the **File** menu, then name and save the document.

Concordance entries appear only as first-level entries in the index. If you want a concordance entry to appear as a subentry in the index, place it on an indented line after the main entry. Then use the Mark for Index feature to tag each subentry in the concordance file. For more information about marking entries in a concordance file, see *Marking Index Entries in Documents* earlier in this section.

Defining Indexes

Before you can create, or *generate*, an index, you need to define the location and numbering style of the index.

1 Press **End** (or scroll to the end of the document and click there) to move the insertion point to the end of the document.

Most indexes are located at the end of the document.

HINT: If you do not define the index at the end of the document, the page numbering in the index may not be accurate because any text following the index may be pushed to later pages. You can restart page numbering to correct this problem. For more information, see *Turning On Page Numbering* under *Adding Page Numbers* earlier in this chapter.

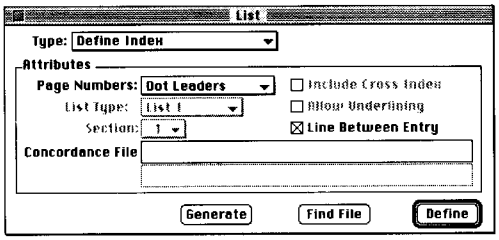
2 If you want to title the index, type and format the title, then press **Return** to add any blank lines you want.

3 Place the insertion point where you want the index entries to begin.

4 Choose **List** from the **Tools** menu.

or

If the List dialog box is open and visible on screen, click it.



5 Choose **Define Index** from the **Type** pop-up menu.

HINT: If the Define Index option is dimmed, deselect any text that is selected and try again.

6 Choose a numbering style from the **Page Numbers** pop-up menu.

This choice:	**Will look like this:**
(No Numbers)	Entry
Follows Entry	Entry 2
() Follows Entry	Entry (2)
Flush Right	Entry 2
Dot Leaders	Entry 2

7 If you have created a concordance file, click **Find File**, select the concordance file, then click **Set**.

If you need further assistance in using the directory dialog box to select the concordance file, see *Dialog Boxes* in *Chapter 2: Introducing WordPerfect.*

For information about creating a concordance, see *Creating Concordances* earlier in this section.

8 Click **Define**.

An <<Index Generated Here>> message appears in your document. The message is replaced with the index when you generate.

9 Click the close box to close the dialog box.

When you have marked the index entries (or created a concordance) and defined the index location and style, you are ready to generate the index.

HINT: You can also use the Define Index button on the List bar to define a standard index without changing the numbering style.

Generating Indexes

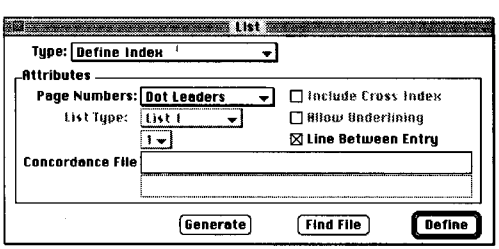
After marking the entries (or creating a concordance) and defining the location and style of the index, you are ready to generate the index.

1 Choose **List** from the **Tools** menu.

or

If the List dialog box is open and visible on screen, click it.

The List dialog box becomes active.



2 Click **Generate.**

HINT: You can click **Generate** on the **List** bar in place of steps 1 and 2.

An alert box appears to warn you that WordPerfect will update and replace all generated lists, tables of contents, and indexes when you click OK. Existing cross-references and tables of authorities will also be updated.

3 Click **OK** to continue.

As the index is being compiled, a counter indicates the progress of the generation.

The index uses the current tab settings in your document. You can change the tab settings if you want the levels to appear at different locations. See *Formatting Lines and Paragraphs* in *Chapter 7: Formatting Documents* for information about setting tabs.

Editing Indexes

You can edit an index after it has been generated. However, if you generate later, the index will be replaced and the editing changes lost. If you want to make changes that will be included every time you generate, you must change the index markings in the document or change the concordance if you are using one.

Creating Envelopes

Use the Envelopes macro to create and print envelopes.

This section includes:

- Creating an Envelope
- Choosing a Printer Type
- Printing the Envelope

HINT: You can also use the Envelope stationery in the Stationery folder to create an envelope. See *Creating and Using Stationery* in *Chapter 14: Saving Time with Automated Tasks* for more information.

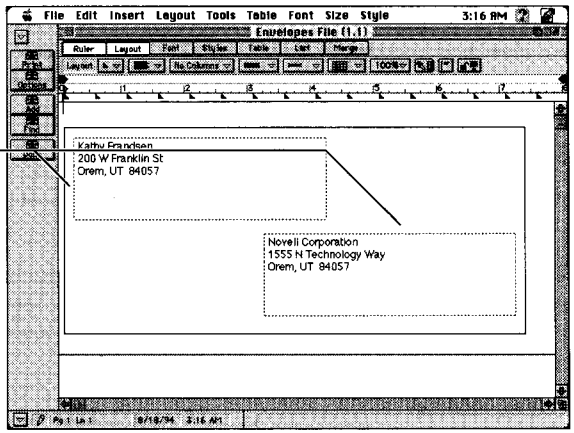
Creating an Envelope

You can start the Envelopes macro at any time and from any document.

HINT: If you select an address in a document before you start the macro, the macro will fill in that address as the recipient on the envelope.

1 Choose **Macro** from the **Tools** menu, then choose **Envelopes**.

Type the addresses in these two text boxes.



2 Type the addresses in the text boxes.

HINT: Continue with *Choosing a Printer Type* below; don't click Done on the bar until after you have printed the envelope.

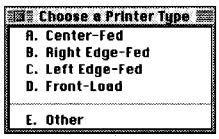
Choosing a Printer Type

Before you can print an envelope, you need to specify how envelopes are fed into your printer. You will only need to do this once, unless you change printers.

1 Click **Options** on the bar.

2 Click **A. Choose Printer Type.**

3 Select the option that best describes your printer.



4 Choose **Yes** if you want the Page Setup dialog box to appear when you print an envelope.

5 Press ⌘-W to close the Options dialog box.

Options A through D will accommodate most Apple printers. Many printers of other brands will work with these settings as well. If your printer does not work with these settings, click **Other** and follow the prompts to create settings for your printer.

Printing the Envelope

1 Click **Print** on the bar.

2 Make sure the settings on the **Print** dialog box are correct, then click **Print**.

3 Click **Done**.

You should not use the Print command on the File menu to print an envelope from this macro. The macro does not print the envelope screen with the text boxes; it creates a new document, formats it for your printer type, fills in the addresses, then prints the envelope from that document.

HINT: You can do more with the Envelopes macro than is documented here. For information, see the *WordPerfect Read Me* file in the WordPerfect:Documentation folder.

Chapter 6: Editing Documents

167 *Opening Documents*

171 *Moving Through Documents*

173 *Selecting Text*

174 *Deleting Text*

175 *Moving Text*

178 *Marking Proposed Changes in Documents*

180 *Searching for Text*

186 *Changing Text to Uppercase or Lowercase*

186 *Undoing Actions*

187 *Alphabetizing or Sorting Text*

Opening Documents

Use WordPerfect's Open feature to open documents that have already been created and are stored on a hard or floppy disk.

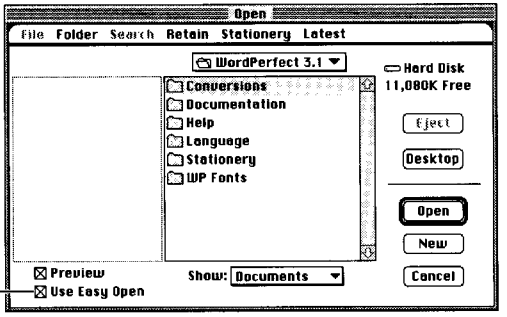
This section includes:

- Opening Documents
- Re-opening Documents
- Opening Stationery Documents
- Opening Password-Protected Documents

HINT: To open or create a *new* document, choose **New** from the **File** menu. An untitled document appears.

Opening Documents

1 Choose **Open** from the **File** menu.



Makes Apple's Easy Open conversions available (System 7.5 and later).

2 Select the document you want to open from the list box.

If the document does not appear in the list box, use the directory pop-up menu, the list box, or the Show pop-up menu to locate the document in the appropriate folder or disk. If you need more information about using directory dialog boxes, see *Dialog Boxes* in *Chapter 2: Introducing WordPerfect.*

When the preview checkbox is selected, the beginning of the document appears in the preview window next to the list box.

If the Easy Open checkbox is selected and you have installed Apple's Easy Open (available separately or with System 7.5 or later), the list box shows only those documents that can be opened.

3 Click **Open**.

The document opens on your screen.

If you open a document that was saved in another program or format, WordPerfect checks for an appropriate conversion in the Conversions folder. If the proper conversion is available, WordPerfect opens the document. If you select the Use Easy Open checkbox and you are using System 7.5 (which includes Apple's Easy Open), WordPerfect can also use the Easy Open conversions.

Conversions

WordPerfect 3.1 comes with several conversions that allow you to open documents from other programs, including documents saved in:

- Previous versions of WordPerfect for Macintosh
- MS Word, MacWrite, MacWrite II, WriteNow
- Rich Text Format (RTF)
- Text format (text with no formatting)
- WordPerfect on a non-Macintosh platform such as DOS, Windows, UNIX, VAX, NeXT, or DG

HINT: For information about transferring non-Macintosh files to the Macintosh, see *Opening Non-Macintosh Documents* below.

WordPerfect also provides import conversions for the following graphic formats:

- PICT
- PCX
- EPS
- TIFF
- MacPaint
- WPG

XTND conversions are provided for use with conversions from other software companies.

If you used the Standard Installation to install WordPerfect (or if you installed the conversions during a custom installation), the conversions are in place. If you need to install the conversions, refer to the *Installation Read Me* file in the WordPerfect: Documentation folder.

The WordPerfect application includes several internal character maps to convert symbols or special characters. If you experience problems converting symbols or special characters, additional character maps may be available from Customer Support. See *Getting Help* in *Chapter 1: Getting Started* for information on how to contact Customer Support.

Opening Non-Macintosh Documents ◆

1. Save the document in WordPerfect format on a non-Macintosh platform such as DOS, Windows, UNIX, VAX, NeXT, or DG.
2. Transfer the document to the Macintosh on a 3½″ disk.

   or

   Place the file on a network drive that is accessible to both platforms.

   or

   Transfer the file with a modem using the appropriate modem software.

HINT: If you have an electronic mail program such as GroupWise, you can also transfer documents across platforms using e-mail.

Instructions for transferring files vary according to the method you use and the platform involved. You may need to consult the manuals associated with your network, modem, or transfer software.

Transferring Non-Macintosh Files via Disk • If you use System 7 Pro (7.1.1) or later, Macintosh PC Exchange allows you to insert a DOS-formatted disk into a Macintosh SuperDrive (a drive that can read both Macintosh and DOS disks) and use the DOS or Windows files contained on the disk.

If you don't have Macintosh PC Exchange, you can use Apple File Exchange (an application available from Apple Computer) to transfer files on disks.

To use Apple File Exchange with WordPerfect,

1. At the **Finder** (outside of WordPerfect), double-click the **Apple File Exchange** application icon to launch it.
2. Insert the disk in a Macintosh drive that will read a non-Macintosh disk.

Some Macintosh computers are not equipped to read non-Macintosh disks. If your Macintosh will not accept a non-Macintosh disk, see your Apple dealer for information about hardware that will allow you to transfer disks.

3. Deselect the options that are checked in the **MS-DOS to Mac** menu.
4. Select the file you want to convert in the list box on the right.
5. Using the list box and pop-up menu on the left, select a location to save the file.
6. Click **Translate**.

A translated copy of the file appears in the left list box.

7. Choose **Quit** from the **File** menu to quit Apple File Exchange and eject the disk.
8. Double-click the **WordPerfect** icon, then open and save the translated file.

You will need to save the file, since it is not in WordPerfect 3.1 format. You can also save it in the format in which it came (WordPerfect 5.1 or 6.0).

HINT: For information about other methods of transferring files using disks, see your Apple dealer.

Tips for Converting Documents

Because of differences between the Macintosh operating system and other operating systems, documents may appear differently on the Macintosh than on other platforms.

For best results in converting documents to the Macintosh, we recommend the following:

- Use LaserWriter fonts such as Times or Helvetica.
- Use font attributes such as bold rather than font types such as Helvetica Bold.
- Avoid setting tabs at the extreme right side of the page.
- Avoid using the following WordPerfect features: Advance, open styles, nested styles, landscape orientation, and absolute placement of graphics.
- When possible, create headers or footers at the beginning of the page where you want them to appear rather than on the previous page.

For more detailed information about the formatting that does and does not convert, open the *Conversions Read Me* document in the WordPerfect: Documentation folder.

Re-opening Documents

Use the Open Latest feature to quickly open any of the last documents you closed.

1 Choose **Open Latest** from the **File** menu, then select the document you want to open.

The Open Latest menu shows the last ten documents you worked with.

The document you select opens immediately; you do not have to locate the document in the Open dialog box.

In Preferences, you can increase or decrease the number of documents displayed on the Open Latest menu. You can also remove specific documents from the list. For more information, see *Changing File Settings in Menus and Dialog Boxes* in *Chapter 15: Customizing WordPerfect.*

HINT: Choose the document name from the pop-up menu on the title bar if you want to view a document that is already open but that is not active.

Opening Stationery Documents

To open an untitled copy of any of the stationery documents located in the Stationery folder,

1 Choose **Stationery** from the **File** menu, then select the stationery you want to open.

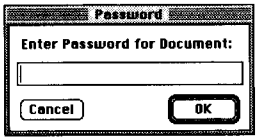
The untitled copy of the stationery opens. You can then edit and save the document. The original stationery remains unchanged in the Stationery folder.

HINT: You can also open stationery from the Open dialog box.

For more information, see *Creating and Using Stationery* in *Chapter 14: Saving Time with Automated Tasks.*

Opening Password-Protected Documents

When you open a password-protected document, the following dialog box appears:



Enter the password, then click **OK**. If you enter the wrong password, you are given another chance to type the correct password. See *Adding Password Protection* in *Chapter 8: Saving and Managing Documents* for more information.

Moving Through Documents

You can use the mouse, keystrokes, or menus to move through a document.

This section includes:

- Using the Mouse
- Using Keystrokes
- Using the Go To Feature

Using the Mouse

Use this mouse technique:	To move:
Click above or below the scroll box	To the next or previous screen
Click the up or down scroll arrow	Up or down one line at a time
Drag the scroll box up or down	Up or down in the current document

These movements affect only the screen display; the insertion point does not move until you click to place the insertion point where you want it.

Using Keystrokes

You can use the following keystrokes to move through a document. Some of the keys shown are only available on the Apple extended keyboard. If you do not have an extended keyboard, you may use the commands in parentheses or use the mouse.

Use this key command:	To move to:
Home	The beginning of a document.
End	The end of a document.
Page Up (9 on the numeric keypad)	The top of the current page. If the insertion point is already at the top of the page, Page Up moves it to the top of the previous page.
Page Down (3 on the numeric keypad)	The top of the next page.

Use this key command:	To move to:
Screen Up (- on the numeric keypad)	The top of the screen. If the insertion point is already at the top of the screen, Screen Up moves it to the top of the previous screen.
Screen Down (+ on the numeric keypad)	The bottom of the screen. If the insertion point is already at the bottom of the screen, Screen Down moves it to the bottom of the next screen.
Option-← or →	The previous or next word.
⌘- ← or →	The beginning or end of the line.
Option-F13	A particular page. (This command opens the Go To dialog box.)

If you are accustomed to using WordPerfect for DOS and have an extended keyboard, you might want to use the *Gold key* to move the insertion point. Numbers 5 and 7 on the numeric keypad are Gold keys.

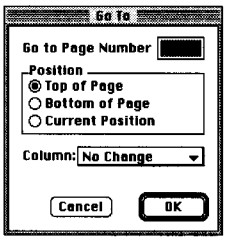
Use this key command:	To move to:
Gold, ← or →	The beginning or end of the line
Gold, ↑ or ↓	The top or the bottom of the window
Gold, Gold, ↑	The beginning of a document
Gold, Gold, ↓	The end of a document

See *Methods of Formatting* in *Chapter 7: Formatting Documents* or the *Quick Reference Card* for more information about key commands.

Using the Go To Feature

Use the Go To feature to move the insertion point to a particular page number.

1 Choose **Go To** from the **Edit** menu.



2 Type a page number in the **Go to Page Number** box.

If you want the insertion point to go to a place on the page other than the top, select Bottom of Page or Current Position. The Current Position option places the insertion point in the same horizontal and vertical position on the new page as it is on the current page.

You can also use the Go To dialog to move in columns. If you are moving in columns, choose an option from the Column pop-up menu.

3 Click **OK** to close the dialog box and move to the new page.

Selecting Text

You should select text or graphics when you want to perform a task with a particular area or item. For instance, if you want to delete a certain paragraph, you can select the paragraph and press Delete.

You can also select text or graphics when you want to perform tasks such as moving, replacing, formatting, and printing selected areas.

To select text,

1. Hold the mouse button down while you drag across the area you want to select.
2. Release the mouse button when the entire area you want to select appears highlighted.

HINT: To select a graphic, click it.

You can also use the following methods to select particular areas and items.

To Do This:	Do This:
Select a word	Double-click the word.
Select a sentence	Press ⌘-**Shift-U**, or press **F6**.
Select a paragraph	Triple-click the paragraph, or press ⌘-**Shift-Y**, or press ⌘-**F6**.
Select an entire document	Choose **Select All** from the **Edit** menu, or press ⌘-**A**.
Extend a selection	Hold down **Shift** and click where you want the selection to end.
Extend a selection one character at a time	Hold down **Shift** and press → or ←.
Extend a selection up or down one line at a time	Hold down **Shift** and press ↑ or ↓.
Extend a selection to the end or beginning of a line	Press ⌘-**Shift-** ← or →.
Extend a selection one word at a time	Press **Option-Shift-**← or →.
Extend a selection to the end of a document	Press **Shift-End**.

HINT: You can also use the Find/Change feature to extend a selection. Select an area of text, then choose **Find/Change** from the **Edit** menu. In the Find/Change dialog box, type the text you want to find, choose **Document Only** from the **Where** menu and **Extend Selection** from the **Action** menu, then click **Find**. WordPerfect extends the selection to include the found text.

Selecting Text While Recording Macros

Because mouse clicks (in the document window) cannot be recorded in a macro, you must use key commands, such as Shift-→ (or others shown above), to select text and graphics while recording a macro.

Deleting Text

1. Select the text you want to delete.
2. Press **Delete** (**Backspace** on some keyboards).

HINT: To delete a graphic, click the graphic, then press **Delete** (**Backspace** on some keyboards).

You can also use the following methods to delete specific areas or items.

To do this:	Do this:
Delete a word	Place the insertion point in the word, then press **⌘-Delete**.
Delete every occurrence of a word or phrase	Use the Find/Change feature. See *Searching for Text* later in this chapter for more information.
Delete a sentence	Press **⌘-Shift-U** (or **F6**), then press **Delete** (**Backspace** on some keyboards).
Delete a paragraph	Press **⌘-Shift-Y**, then press **Delete** (**Backspace** on some keyboards).
Delete text and place it on the clipboard to use again	Select the text, then press **⌘-X**.
Delete a character to the left	Press **Delete** (**Backspace** on some keyboards).
Delete a character to the right	Press **Delete Right** (on an extended keyboard) or the decimal (on the numeric pad when Numbers Lock is off).
Delete to the end of a line	Press ⌘- → or ⌘- ←, or press **⌘-1** (on the numeric keypad when Numbers Lock is off).
Delete to the end of a page	Press **⌘-Page Down**, or press **⌘-3** (on the numeric keypad when Numbers Lock is off).

To do this:	Do this:
Delete a code	Press **Delete** (**Backspace** on some keyboards) when the codes window is open and the insertion point is to the right of the code. See *Using Formatting Codes* in *Chapter 7: Formatting Documents* for more information.
Delete a document	Choose **Open** from the **File** menu, select the document you want to delete, then choose **Delete** from the **File** menu in the dialog box.

HINT: If you try to delete a selection of text that contains a Text Box code or Figure Box code (for a graphic), an alert box appears and asks you if you want to delete the code. If you click Yes, the code is deleted and the text box or graphic, even if it is located on a different part of the page, is deleted as well.

Undoing Deletions

If you mistakenly delete text (or a graphic or code), choose **Undo** from the **Edit** menu to restore the deletion.

Moving Text

Use WordPerfect's Drag and Drop feature when you want to move selected text to another place in the document.

Use Cut/Copy and Paste if you want to move text to another document or another place in a long document.

HINT: If you are using System 7.5 or later, you can also use Drag and Drop to move selected text to another WordPerfect document, another application, or the desktop.

This section includes:

- Drag and Drop
- Cut/Copy and Paste

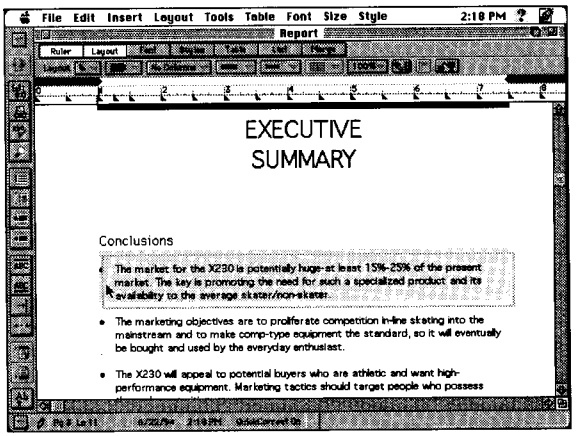
For information about moving graphics, see *Graphics Basics* in *Chapter 10: Working with Graphics.*

Drag and Drop

To drag text from one place and drop it at another place in the current document,

1 Select the text you want to move.

2 Hold down the mouse button while you drag the selection to the new location.



If you want to leave the selection where it is and move a *copy* of it to a new location on the page, press **Option** when you click the selection to begin dragging. You do not need to hold Option down while you drag.

As you drag, a solid vertical line appears in the document to show where the selection would be inserted if you released the mouse button.

3 When the vertical line appears where you want to insert the selection, release the mouse button.

If you are using System 7.5, you can also drag a selection to another document or to the desktop.

Cut/Copy and Paste

To move text to another document or another place in the same document, use WordPerfect's Cut feature to remove the text from its current location. Then use the Paste feature to place it where you want.

If you want to leave the selected text where it is and move a *copy* of it to another page or document, use Copy instead of Cut.

1 Select the text you want to move.

2 Choose **Cut** from the **Edit** menu.

or

Choose **Copy** from the **Edit** menu if you want to leave the text and move a *copy* of it.

HINT: You can also press ⌘-X to cut the selection or ⌘-C to copy it.

3 Place the insertion point where you want the text to appear.

If you want to move it to another document, open that document, then place the insertion point in it.

4 Choose **Paste** from the **Edit** menu.

or

Press ⌘-V.

The text appears in the new location. A copy of the text remains on the Clipboard until you shut down the computer or until you cut or copy a new selection.

Undoing Cuts or Pastes

If you change your mind after cutting or pasting a selection,

1 Choose **Undo** from the **Edit** menu to restore the text to its previous location.

HINT: You can also press ⌘-Z to undo the cut or paste command.

Showing the Contents of the Clipboard

The Clipboard contains only the most recent selection that you have cut or copied.

To view the contents of the Clipboard,

1 Choose **Show Clipboard** from the **Edit** menu.

2 Click the close box when you want to close the Clipboard.

Pasting Text Only or Character Formats Only

To paste only the Clipboard text without any character formats (such as font, size, or style), or to paste only the character formats without pasting any text,

1 Place the insertion point where you want the text or character formats to appear.

2 Choose **Paste Special** from the **Edit** menu.

3 Select **Text Only** or **Font, Size, & Style**, then click **OK**.

HINT: If you have an extended keyboard, you can use the function keys to paste character formats or text without opening the Paste Special dialog box. To paste text only, press ⌘-F4. To paste font, size, and style, press **Shift-F4**.

You cannot use Paste Special to apply a font, size, and style to selected text. If you select text, then paste Font, Size, & Style, the selection is deleted.

Marking Proposed Changes in Documents

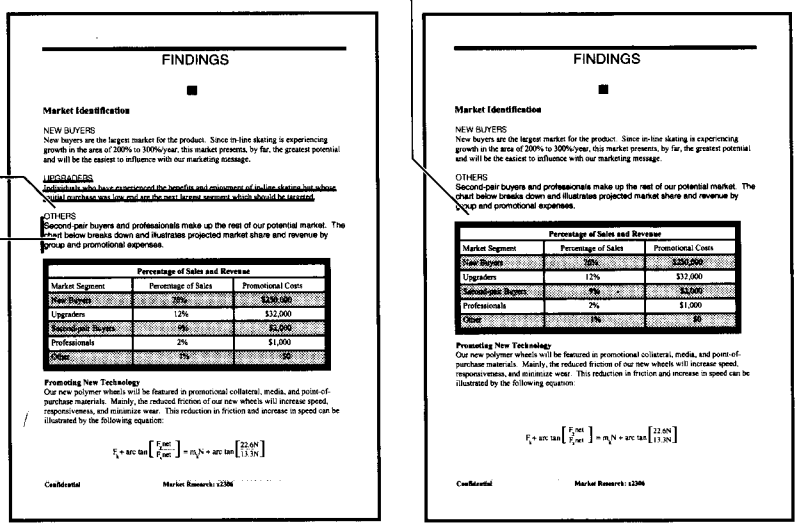
Use the Redline and Strikeout text styles to mark proposed changes in a document, and use the Remove feature to make the proposed changes permanent. These features are useful for editors and proofreaders who want to suggest changes to a document without making final changes to it.

Use Redline to mark text that you suggest adding to a document, and use Strikeout to mark text that you suggest deleting. Use Remove to remove redline markings and leave the text that was redlined and to delete text marked with Strikeout.

Remove deletes strikeout text and Redline markings.

Text formatted with Strikeout

Text formatted with Redline



FINDINGS

Market Identification

NEW BUYERS
New buyers are the largest market for the product. Since in-line skating is experiencing growth in the area of 200% to 300%/year, this market presents, by far, the greatest potential and will be the easiest to influence with our marketing message.

~~UPGRADERS~~
~~Individuals who have experienced the benefits and enjoyment of in-line skating but whose initial purchase was low end are the next largest segment which should be targeted.~~

OTHERS
Second-pair buyers and professionals make up the rest of our potential market. The chart below breaks down and illustrates projected market share and revenue by group and promotional expenses.

Percentage of Sales and Revenue		
Market Segment	Percentage of Sales	Promotional Costs
New Buyers	70%	$250,000
Upgraders	12%	$32,000
Second-pair Buyers	9%	$3,000
Professionals	2%	$1,000
Other	1%	$0

Promoting New Technology
Our new polymer wheels will be featured in promotional collateral, media, and point-of-purchase materials. Mainly, the reduced friction of our new wheels will increase speed, responsiveness, and minimize wear. This reduction in friction and increase in speed can be illustrated by the following equation:

$$F_k + \arctan\left[\frac{F_{net}}{F_{net}}\right] = m_k N + \arctan\left[\frac{22.6N}{13.3N}\right]$$

Confidential Market Research: v2306

FINDINGS

Market Identification

NEW BUYERS
New buyers are the largest market for the product. Since in-line skating is experiencing growth in the area of 200% to 300%/year, this market presents, by far, the greatest potential and will be the easiest to influence with our marketing message.

OTHERS
Second-pair buyers and professionals make up the rest of our potential market. The chart below breaks down and illustrates projected market share and revenue by group and promotional expenses.

Percentage of Sales and Revenue		
Market Segment	Percentage of Sales	Promotional Costs
New Buyers	70%	$250,000
Upgraders	12%	$32,000
Second-pair Buyers	9%	$3,000
Professionals	2%	$1,000
Other	1%	$0

Promoting New Technology
Our new polymer wheels will be featured in promotional collateral, media, and point-of-purchase materials. Mainly, the reduced friction of our new wheels will increase speed, responsiveness, and minimize wear. This reduction in friction and increase in speed can be illustrated by the following equation:

$$F_k + \arctan\left[\frac{F_{net}}{F_{net}}\right] = m_k N + \arctan\left[\frac{22.6N}{13.3N}\right]$$

Confidential Market Research: v2306

This section includes:

- Marking Text with Redline
- Marking Text with Strikeout
- Removing Redline Markings and Strikeout Text

Marking Text with Redline

To type text with Redline,

1 Choose **Redline** from the **Style** menu.

2 Type the text you want formatted with Redline.

A line is drawn at the left margin as you type.

3 When you want to stop typing text with Redline, choose **Redline** again.

To add Redline to existing text,

1 Select the text you want to format with Redline.

2 Choose **Redline** from the **Style** menu.

Marking Text with Strikeout

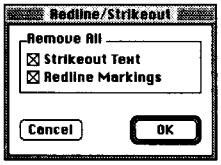
1 Select the text you want to format with Strikeout.

2 Choose **Strikeout** from the **Style** menu.

Removing Redline Markings and Strikeout Text

Use the Remove feature to quickly remove all redline markings, strikeout text, or both, in the active document.

1 Choose **Remove** from the **Style** menu.



2 If you do not want to remove both redline markings *and* strikeout text, deselect the option you don't want, then click **OK**.

The Remove feature removes *all* redline markings and strikeout text in the document. If you want to remove individual markings or sections of strikeout text, see *Removing Individual Markings* or *Removing Individual Strikeout Text* below.

Removing Individual Markings

To remove a single redline mark rather than remove markings from the entire document,

1 Select the text from which you want to remove redline.

2 Choose **Redline** from the **Style** menu.

HINT: If any of the selected text is not formatted with redline markings, choosing Redline marks the entire selection. You will need to choose Redline again to remove the redline markings.

If you want to remove all text styles including redline, choose **Plain Text** from the **Style** menu instead of choosing Redline.

Removing Individual Strikeout Text

To remove a single area of strikeout text rather than remove all strikeout text in a document,

1 Select the strikeout text you want to remove.

2 Press **Delete** (**Backspace** on some keyboards).

HINT: To remove strikeout lines from text without removing the text, select the strikeout text, then choose **Strikeout** from the **Style** menu. If any of the selected text is not formatted with strikeout, choosing Strikeout marks the entire selection. You will need to choose Strikeout again to remove strikeout lines.

Searching for Text

Use WordPerfect's Find/Change feature when you want to search for a particular word or phrase in a document. You can also use the Find/Change feature to search for *and change* words or phrases.

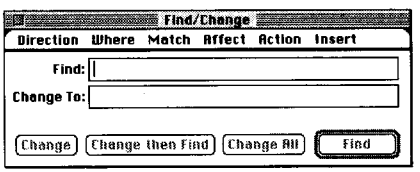
This section includes:

- Finding Text
- Finding and Changing Text
- Finding and Deleting Text
- Choosing Find/Change Options

HINT: If you want to search for documents that contain specific text, see *Finding Documents or Folders* in *Chapter 8: Saving and Managing Documents.*

Finding Text

1 Choose **Find/Change** from the **Edit** menu.



2 In the **Find** box, type the text you want to locate.

You can type any combination of characters and spaces. You can also include character formats such as font, size, and text style with the search text.

HINT: If you select a small amount of text before opening the dialog box (as many as 64 characters—fewer if the text is formatted with fonts, sizes, or text styles), the selection appears in the Find box.

3 If you want to include any of the following codes in the search, choose them from the **Insert** menu in the dialog box:

- Tab
- Indent
- Left/Right Indent
- Back Tab
- Hard Return
- Page Break
- Column Break
- Hard End of Line
- End of Field
- End of Record

HINT: If you insert a Hard End of Line, WordPerfect searches for any hard return, hard page break, or hard column break codes in your document.

If you want to search for document formats, such as alignment or margin codes, use the Find Code feature. See *Using Formatting Codes* in *Chapter 7: Formatting Documents.*

4 Choose any options you want from the menus in the dialog box.

You can specify the direction of the search, specify which parts of the document to search, narrow the search further, and specify what action you want to take following the search.

For more information about each option available from the menus, see *Choosing Find/Change Options* later in this section.

5 Click **Find.**

WordPerfect searches for the first occurrence of the word or phrase in the Find box, then stops. The found text is highlighted.

6 If you want to continue to the next occurrence, click **Find.**

WordPerfect searches for the next occurrence of the search text.

inding and Changing ext

Using the Find/Change feature, you can search for any word or phrase and replace it with other text. You can also use Find/Change to change the font, size, or text style of the text you search for.

1 Follow steps 1 through 4 from *Finding Text* above.

2 In the **Change To** box, type the text you want the search text to be changed to.

Replacement text will be inserted into your document with any font, size, or text styles you choose unless you choose Text Only from the Affect menu, in which case the replacement text will adopt the format(s) of the text it replaces.

3 Click **Find** or **Change All.**

If you click Find, WordPerfect selects the first occurrence of the search text it finds. You can then click Change to replace the selected text with the replacement text, or click Change, then Find to change the text and continue to the next occurrence.

If you click Change All, WordPerfect replaces every occurrence of the search text with the replacement text (without stopping at each occurrence).

IMPORTANT: Be aware that a word you want to change might form a part of a different word you don't want to change. For example, changing "he" to "she" will also change "there" to "tshere" and "here" to "shere." You can prevent this from happening by selecting Whole Word from the Match menu.

HINT: If you choose Undo immediately after closing the dialog box, WordPerfect reverses only the most recent Change or Change All command.

nding and Deleting ext

You can use the Find/Change feature to search for and delete text, tabs, indents, margin releases, hard returns, hard column breaks, hard page breaks, and certain merge codes.

1 Choose **Find/Change** from the **Edit** menu.

2 Type the text you want to delete.

If you want to delete tabs, indents, margin releases, hard returns, hard column breaks, or hard page breaks, you can use the Insert menu to insert the appropriate codes into the Find box.

3 Make sure the **Change To** box is empty.

4 Click **Find** or **Change All**.

If you click Find, WordPerfect selects the first occurrence of the search text it finds. You can then click Change to delete the selected text (because there is nothing in the Change To box, the selection is replaced with nothing), or click Change, then Find to delete the text and continue the search.

If you click Change All, WordPerfect deletes every occurrence of the search text (without stopping at each one.)

Choosing Find/Change Options

You can use the Find/Change menu bars to:

- Specify the direction of a search
- Specify which parts of a document you want to search
- Narrow the search further
- Insert certain codes or wildcard characters in the search or replacement text
- Indicate what action you want to take following a search.

The following table identifies which options to choose to accomplish particular tasks.

To do this:	Choose this option:	From this Find/Change menu:
Search from the insertion point to the end of the document	Forward	Direction
Search from the insertion point to the beginning of the document	Backward	Direction
Search the entire document in the specified direction, from the insertion point	Wrap Around	Direction
Search a selection from beginning to end	Within Selection	Direction

To do this:	Choose this option:	From this Find/Change menu:
Specify which parts of a document to search	Document, Headers, Footers, Footnotes, Endnotes, Graphic and Text Box Captions, Boxes, or Table of Authorities Full Forms (or any combination of these)	Where
Find only whole words: for example, you may want to find "list" but not "listless" or "blister"	Whole Word	Match
Match characters according to case; for example, you may want to find "Memo" but not "memo" or "MEMO"	Case	Match
Search a language with multiple alphabets, and limit the search to only the alphabet used in the search text	Alphabet; *this option only appears if you have selected* Search Mixed Alphabets *in the Environment dialog box*	Match
Search a language with one-byte and two-byte characters, and limit the search to only the character type (one-byte or two-byte) used in the search text	Character Representation; *this option only appears if you have selected* Search Mixed Alphabets *in the Environment dialog box*	Match
Search for text regardless of how it is formatted	Text Only; *this option is selected automatically when you type unformatted text in the Find box*	Match
Search for text in a particular font	Font; *this option is automatically selected when you format search text with a font*	Match

To do this:	Choose this option:	From this Find/Change menu:
Search for text of a particular size or style	Size or Style; *these options are automatically selected when you format search text with a size or text style, such as bold or italic*	Match
Use uppercase letters when replacing capitalized text or text that is all uppercase; for example, you may want to replace "furious" with "apoplectic," "Furious" with "Apoplectic," and "FURIOUS" with "APOPLECTIC"	Case; *when you choose this option, make sure the replacement text in the* Change To *box is all lowercase*	Affect
Replace text but keep the same font, size, and text style of the text you are replacing	Text Only; *this option is selected automatically if you don't type special formats in the Find box text*	Affect
Replace text using the font, size, or style of the replacement text	Font, Size, or Style; *these options are automatically selected when you format replacement text with a font, size, or style*	Affect
Find and select text	Select Match	Action
Find text and place the insertion point in front of the found text	Position Before	Action
Find text and place the insertion point directly after the found text	Position After	Action
Select everything between the insertion point and the found text	Extend Selection	Action

To do this:	Choose this option:	From this Find/Change menu:
Insert one or more of the listed codes into the Find box or the Change To box (see *Using Formatting Codes* in *Chapter 7* for information about searching for other codes)	Tab, Indent, Left/Right Indent, Margin Release (Back Tab), Hard Return, Page Break, Column Break, Hard End of Line, End of Record, End of Field; *a search for a hard end of line will find any hard return, hard page break, or hard column break code in your document*	Insert
Insert a wildcard character into the Find box; for example, you may want to search for a word that you don't know how to spell (if you search for "___ffect," WordPerfect finds both "affect" and "effect")	Match One Character	Insert
Insert a multiple-character wildcard into the Find box; for example, if you search for "w____ing," WordPerfect would find, "watering," "wing," and "weathering"	Match Multiple Characters	Insert

Changing Text to Uppercase or Lowercase

WordPerfect's Uppercase, Lowercase, and Initial Caps features allow you to change the selected text to uppercase or lowercase characters or to capitalize the first letter of each selected word.

This section includes:

- Changing Selected Text to Uppercase
- Changing Selected Text to Lowercase
- Changing Selected Text to Initial Caps

You can also use the QuickCorrect feature to correct capitalization errors as you type. For more information about QuickCorrect, see *Using QuickCorrect* in *Chapter 12: Using Language Tools.*

Changing Selected Text to Uppercase

1. Select the text that you want to change to uppercase characters.
2. Choose **Uppercase** from the **Style** menu.

WordPerfect changes the selected text to all uppercase.

Changing Selected Text to Lowercase

1. Select the text that you want to change to lowercase characters.
2. Choose **Lowercase** from the **Style** menu.

WordPerfect changes the selected text to all lowercase except for the first letter in every sentence.

Change Selected Text to Initial Caps

Use the Initial Caps feature to capitalize the first letter of each word.

1. Select the text that you want to change to initial caps.
2. Choose **Initial Caps** from the **Style** menu.

WordPerfect capitalizes the first letter of each word in the selection.

Undoing Actions

WordPerfect provides various ways for you to undo or cancel word processing tasks you have begun.

Use the Undo command to undo the last formatting or editing change you made to your document.

Use the Cancel command to cancel printing, stop a macro in progress, turn off a selection, or close a dialog box without saving any changes made.

This section includes:

- Undo
- Cancel

Undo

The Undo command reverses the last formatting or editing change you made to your document. Most actions, such as typing, deleting, inserting graphics, and changing formats (margins, tabs, text styles, and so forth), can be reversed with the Undo command.

Undo will not undo an action that did not change the document. For example, you cannot undo actions such as scrolling, moving the insertion point, or selecting a draw tool.

1 Choose **Undo** from the **Edit** menu.

   or

   Press ⌘-Z.

If any text is affected by the Undo, that text is selected after you choose Undo. For example, if you restore deleted text by choosing Undo, that text is restored and selected.

You can reverse Undo by choosing Undo again.

Cancel

Use the Cancel command to:

- Cancel printing
- Stop a macro in process
- Turn off a selection
- Close a dialog box without saving the changes you made

HINT: You cannot use Cancel to stop recording a macro; you need to choose **Macro** from the **Tools** menu, then choose **Stop Recording**.

1 Hold down **Command**, and type a period (⌘-.).

   or

   Press the **Escape** key (Esc).

You can also close a dialog box by clicking the Cancel button, if there is one. When you cancel a dialog box, any settings you have changed are cancelled, and the dialog box is closed.

Alphabetizing or Sorting Text

Use WordPerfect's Sort feature to alphabetize or sort information.

The Sort feature allows you to sort or alphabetize four types of items:

- Lists (usually single-line entries)
- Groups (usually multiple-line entries)
- Merge records (such as an address file)
- Tables

You can also use Sort to filter out specific items from lists, groups, and merge records.

This section includes:

- Sorting Concepts
- Sorting (or Alphabetizing) Lists
- Sorting Groups
- Sorting Merge Files
- Sorting Files
- Filtering Items

HINT: WordPerfect allows you to sort text language that is marked as an international language. Use the Set Language feature to identify the language you are using. For information, see *Using International Languages* in *Chapter 12: Using Language Tools.*

Sorting Concepts

Before you alphabetize, sort, or filter items, you should understand the following concepts:

- Item Types
- Keys
- Regions
- Negative Region Values
- Sort Order
- Table Rows

Item Types

You can sort (or filter) four main types of items: lists, groups, secondary merge files, and table rows.

Lists • Each item in a *list* is separated by a hard return. Notice the following list contains items with two columns separated by a tab.

New York	USA
Vancouver	Canada
Geneva	Switzerland
Toronto	Canada
Paris	France
Tokyo	Japan
Los Angeles	USA

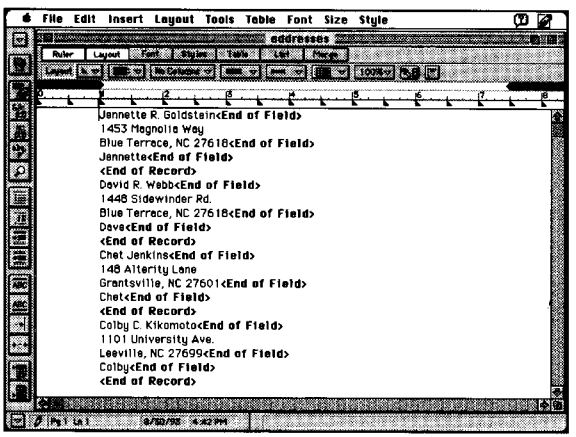
Groups • *Groups* are separated by two hard returns (so there is a blank line between groups). Each group may contain several lines or paragraphs, each separated by a single hard return.

NYC to London Flight 742 7 nights The Regent Hotel	$478 round trip
NYC to Paris Flight 422 5 nights The Saint Jenkins	$826 round trip

NYC to Tokyo $1550 round trip
Flight 973
10 nights
Le Pacific Meridien

Merge Data Files • A *merge data file* is made up of records, each divided into fields. For example, a merge data file containing the names and addresses of a company's clients would have a separate record for each client. Each record could have several fields, such as a name field and an address field.

The fields and records are divided by merge codes. For information about creating a merge data file, see *Merging Documents* in *Chapter 14: Saving Time with Automated Tasks.*



Keys

When you sort information, you establish specific *keys* that indicate the information you want to sort by.

For example, if you want to sort a list of names alphabetically by last name, you would define a key that specifies the location of the last names in the list. If two names in the list include the same last name and you want to alphabetize those by first name, you would define a second key to sort records with identical last names by the first names.

Each time you define a key, you specify the *region* of the text (zone, field, and word) you want to sort by.

Regions: Zones, Fields, and Words

When you sort (or filter) information, WordPerfect divides each item into regions—*zones, fields,* and *words*—so you can specify which information you want WordPerfect to sort by. The definition and location of these regions varies according to the type of information you sort; refer to the explanations below, grouped by sort item type.

Lists • In a list of items that are separated by a single hard return (such as a simple list or a multiple-column list), each item (or paragraph) is a *zone*. If the text of an item is divided into multiple columns, each column is a *field*. If there are not multiple columns, then the text of the zone is in field 1. The *words* in each field are numbered from left to right (or right to left if you use negative numbers).

The last names in this list are found in field 1 (the first column) and word 2 (the second word in the field).

Dave Lundgreen	August Manor	$450	June 1st
Jerri Snarr	August Manor	$450	June 15th
Mont Call	Oak Hills	$350	June 5th

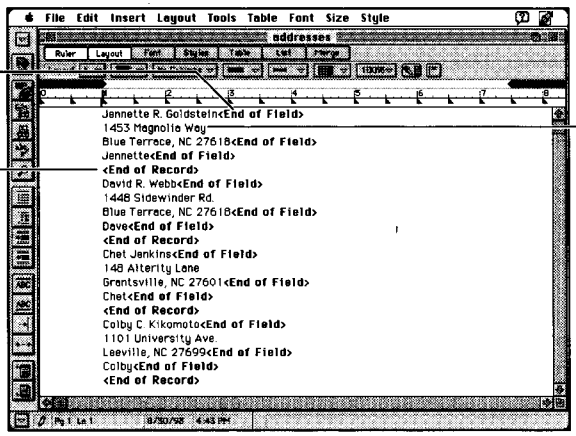
Groups • In a list of grouped items, each group is separated by two hard returns. Like in a simple list, each paragraph is a *zone*, each zone can contain multiple *fields* (each separated by a tab), and the *words* in each field are numbered from left to right (or right to left if you use negative numbers).

The destination cities in the following list of groups are found in zone 1 (the first line or paragraph), field 1 (the first column of information), and word 3 (the third word in the field).

NYC to London Flight 742 7 nights The Regent Hotel	$478 round trip
NYC to Paris Flight 422 5 nights The Saint Jenkins	$826 round trip
NYC to Tokyo Flight 973 10 nights Le Pacific Meridien	$1550 round trip

Merge Data Files • Merge data files are normally divided into *records*, with each record containing *fields* of information. When you sort (or filter) a merge data file, you specify which field you want to sort by. If a field has multiple lines of information, separated by a hard return, each line is a *zone*. If the field has only one line of information, all of the text in that particular

field is in zone 1 of that field. *Words* in each zone are numbered from left to right (or from right to left if you use negative numbers).



Each field is followed by an End of Field code.

Each record is followed by an End of Record code.

Each line of a field that ends with a hard return is a zone.

Negative Region Values

WordPerfect counts regions from left to right and from top to bottom. However, you can reverse the counting order by entering a negative number.

For example, the last names in the following list are not always the second word, so sorting by word 2 would not accurately sort it by last names. However, the last names in this list are always the last word of each line, so to sort this list by last names, you would enter "-1" as the word number.

Jennifer M. Taylor
Lori Sume
Mark Eugene Talbot
Richard Chatfield

HINT: If a last name has more than one word, use a ⌘-Space instead of a regular space between the words in the last name. WordPerfect treats words joined by ⌘-Space as a single word. For example, if your list included the name Elden Witherspoon III, you would press ⌘-**Space** between "Witherspoon" and "III" so that WordPerfect would sort by "Witherspoon" instead of "III."

Sort Order: Alphanumeric and Numeric

If you choose Alphanumeric, text will be sorted alphabetically, and numbers will be sorted as though they were letters. For instance, the numbers

15, 2, 1, 45

would be sorted as:

1, 15, 2, 45

Notice that 2 comes after 15 because the first character in 15 ("1") comes before the first character in 2 ("2"). Additionally, all numbers come before all letters.

If you choose Numeric, numbers are sorted according to their entire value. The same numbers above would be sorted as:

1, 2, 15, 45

Letters and other characters are ignored during a numeric sort.

If you use the Language feature to identify text in international languages, sort order may vary.

Sorting (or Alphabetizing) Lists

Using sort, you can quickly alphabetize or change the order of a list. A list can be any list of text items separated by hard returns, such as a simple list of single items or a multiple-column list like the one below.

New York	USA
Vancouver	Canada
Geneva	Switzerland
Toronto	Canada
Paris	France
Tokyo	Japan
Omaha	USA

If list items include multiple columns of information, make sure the columns of information are separated by a single tab. WordPerfect will not sort the information correctly if you press Tab more than once between items on a single line. If you want the tabbed columns of each line to appear at the same tab stop, you may need to change the tab settings. See *Formatting Lines and Paragraphs* in *Chapter 7: Formatting Documents* for information about changing tab stops.

If you want to sort a list of grouped items that are separated by two hard returns, see *Sorting Groups* below.

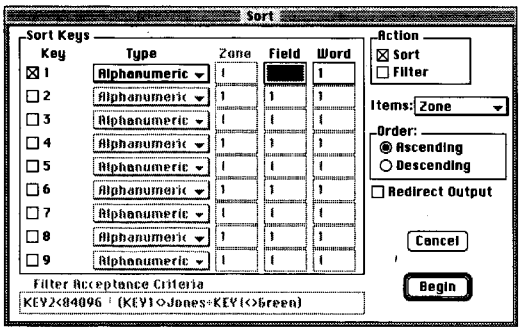
Before sorting, it is a good idea to save the document that contains the information you want to sort.

To sort a list,

1 Select the text that you want to sort.

HINT: Press the **Sort** button on the **Default** Button Bar to perform a simple sort from A to Z, using the first letter of each item in the list. For more complex sorting, follow the steps below.

2 Choose **Sort** from the **Tools** menu.



3 Make sure **Zone** is selected from the **Items** pop-up menu.

A sort of single-paragraph items in a list is called a *zone sort* because each item in the list is considered a zone.

With the item type chosen, you are ready to define the first key that will specify how you want to sort the list.

4 Choose **Alphanumeric** or **Numeric** from the **Type** pop-up menu.

If you want to sort text (letters, not numbers), use Alphanumeric. If you want to sort numbers according to their total value, use Numeric. If you want to sort numbers according to individual digit values (as you would if sorting by ZIP Code, for instance), choose Alphanumeric. For more information about sort types, see *Sorting Concepts* earlier in this section.

In the next step, specify the region (zone, field, and word) you want to sort by. Because each list item is a zone, you do not need to type any value in the Zone box.

5 Type a field number in the **Field** box (on the first line) to indicate which column of information you want to sort by first.

If your list items include tabbed columns, each column in the list is a field. Each field is numbered from left to right, beginning with "1." For example, the cities in the example list are in field 1, and the countries are in field 2. If you wanted to sort the following list by country, you would type a "2" in the Field box.

New York	USA
Vancouver	Canada
Geneva	Switzerland
Toronto	Canada
Paris	France
Tokyo	Japan
Omaha	USA

If a field contains more than one word, you can also specify which word you want to sort by first. Usually you will sort by the first word, but if you wanted to sort by the *last* word in a field, you would type "-1" in the field box.

6 If needed, define additional keys—including sort type, field, and word—to specify which field and word to sort by after sorting by the first key.

When a list contains two or more lines with the same information in the word and field location you specify for key 1, you can specify the field you want sorted next. For instance, if you sort the example list by field 2 (country), you might want to then sort by city so that the two cities in the USA will appear alphabetically.

7 Choose **Ascending** or **Descending** from the **Order** pop-up menu.

The order you choose affects all the keys you specify. If you choose Ascending, letters are sorted beginning with "a," and numbers are sorted beginning with "0." If you choose Descending, letters are sorted beginning with "z," and numbers are sorted beginning with the highest number.

8 If you want to save the sorted text in a different document, select **Redirect Output**.

9 Click **Begin** to close the dialog box and begin the sort.

If you have redirected the output, a dialog box appears to let you choose a folder and name for the new document. Choose a folder (or disk), type a name in the text box, then click **Save**.

If you did not redirect the output, the sorted text replaces any text you selected in the active document.

If you made a mistake, choose **Undo** from the **Edit** menu to restore the original text.

Sorting Groups

In addition to lists, you can sort groups of information that are separated by two hard returns. (Group items should have a blank line between them.) You can have several paragraphs within a single group, as long as the paragraphs are separated by only one hard return.

For example, you can sort the following groups of information:

NYC to London $478 round trip
Flight 742
7 nights
The Regent Hotel

NYC to Paris $826 round trip
Flight 422
5 nights
The Saint Jenkins

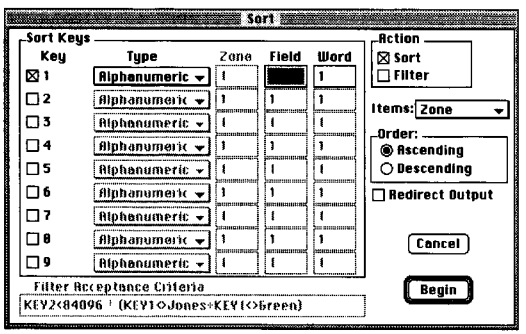
NYC to Tokyo $1550 round trip
Flight 973
10 nights
Le Pacific Meridien

Each line or paragraph followed by a hard return is a zone. Each group in this list contains four zones. When you sort groups, each group of zones stays together.

To sort a list of group items,

1 Select the text that you want to sort.

2 Choose **Sort** from the **Tools** menu.



3 Choose **Group** from the **Items** pop-up menu.

Then, to specify the type of sort you want to perform,

4 Choose **Alphanumeric** or **Numeric** from the **Type** menu.

Use Alphanumeric for sorting text. If you want to sort numbers according to their total value, use Numeric. If you want to sort numbers according to the value of individual digits, use Alphanumeric. See *Sorting Concepts* earlier in this section for more information about sort types.

For sorting purposes, each group is divided into *zones*, *fields*, and *words*. A *zone* is a paragraph within the group. Each zone can also have *fields* (text items separated by a tab), and each field can be divided into *words* (separated by spaces).

5 In the **Zone** box, type the number of the zone (or paragraph) you want to sort by.

In the example previously mentioned, if you wanted to sort by the name of the destination city (which is in the first line), you would type a "1" in the Zone box.

6 If the zone you typed has more than one field (or column), type the number of the field you want to sort by.

In the example, the name of the destination is in the first field (or column), so you would type a "1" in the Field box.

7 In the **Word** box, type the number of the word (in that particular field) that you want to sort by.

In the example, the destination city is the third word, so you would type a "3" in the Word box.

HINT: If the number of words in a field varies and you want to sort by the last word in the field, type a "-1" to show that you want to sort by the first word from the end of the field.

8 If there are duplicate entries in the list for the field and word you typed, define additional keys to specify the sorting order for duplicated items.

9 Choose **Ascending** or **Descending** from the **Order** pop-up menu.

If you choose Ascending, letters are sorted beginning with "a," and numbers are sorted beginning with "0." If you choose Descending, letters are sorted beginning with "z" and numbers are sorted beginning with the highest number.

10 If you want to save the sorted text in a different document, select **Redirect Output**.

11 Click **Begin** to close the dialog box and begin the sort.

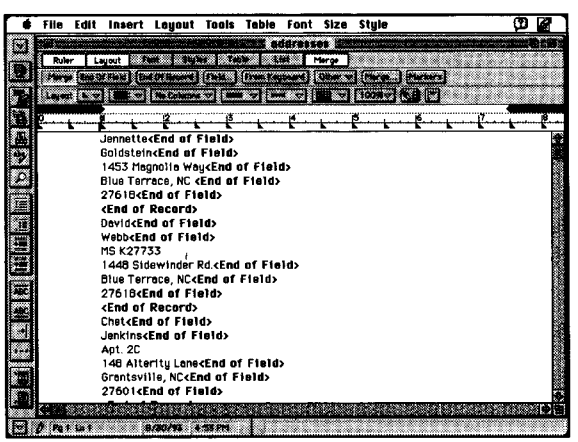
If you have redirected the output, a dialog box appears to let you choose a folder and name for the new document. Choose a folder (or disk), type a name in the text box, then click Save.

If you did not redirect the output, the sorted text replaces any text you selected in the active document.

If you made a mistake, you can choose Undo from the Edit menu to restore the original text.

Sorting Merge Files

Use the Sort feature when you want to alphabetize or re-order a merge data file like the address file shown below.



Merge data files are divided into *fields*, with each field separated by an <End of Field> code. The fields are divided into *zones*, with each zone separated by a hard return. The zones are divided into *words*, with each word separated by a space.

When you sort a merge data file, each merge record (or set of fields) stays together.

For information about creating a merge data file, see *Merging Documents* in *Chapter 14: Saving Time with Automated Tasks.*

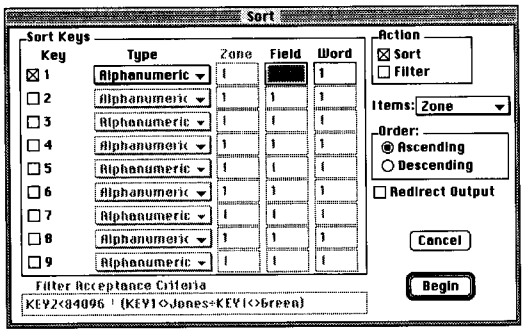
Before sorting, it is a good idea to save the file containing the text to be sorted.

To sort a merge data file,

1 Select the text that you want to sort.

HINT: If you have a long data file, you can choose to sort the entire file instead of selecting all the text and then sorting. For step-by-step instructions to sort an entire file, see *Sorting Files* below.

2 Choose **Sort** from the **Tools** menu.



3 Choose **Merge** from the **Items** menu.

Then, to specify the type of sort you want to perform,

4 Choose **Alphanumeric** or **Numeric** from the **Type** pop-up menu.

Use Alphanumeric for sorting text. If you want to sort numbers according to their total value, use Numeric. If you want to sort numbers according to the value of individual digits, use Alphanumeric.

5 In the **Field** box, type the number of the field you want to sort by.

In our example, if you wanted to sort the records alphabetically by company name, you would type "3" in the Field box because company names are the second field of each record.

6 In the Zone box, type the number of the zone (or paragraph) within the field that you want to sort by.

Notice that some of the company names in the secondary file contain two lines (or paragraphs). If you wanted to sort by the name on the first line, you would type "1" in the Zone box.

7 In the Word box, type the number of the word you want to sort by.

If you type a "1," WordPerfect will sort by the first word of the zone and field you specified.

HINT: If the number of words in a field varies and you want to sort by the last word in the field, type a "-1" to show that you want to sort by the first word from the end of the field.

8 If there are records that have the same text in the word, zone, and field that you specified, define additional keys to specify how you want to sort those items.

For example, in our data file three records include the same company name. Unless you specify what field, zone, and word to sort by next, WordPerfect will sort those three randomly.

9 Choose **Ascending** or **Descending** from the **Order** pop-up menu.

If you choose Ascending, letters are sorted beginning with "a," and numbers are sorted beginning with "0." If you choose Descending, letters are sorted beginning with "z," and numbers are sorted beginning with the highest number.

10 If you want to save the sorted text in a different document, select **Redirect Output.**

11 Click **Begin** to close the dialog box and begin the sort.

If you have redirected the output, a dialog box appears to let you choose a folder and name for the new document. Choose a folder (or disk), type a name in the text box, then click **Save.**

If you did not redirect the output, the sorted text replaces any text you selected in the active document.

If you made a mistake, choose **Undo** from the **Edit** menu to restore the original text.

Sorting Files

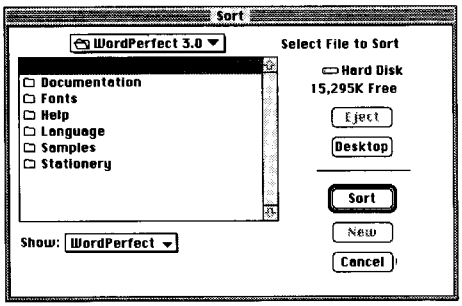
Most of the time you will probably want to sort selected text in a file. Sometimes, however, you may want to sort an entire file. For example, if you have a long secondary merge file, it would be easier to sort the file than to select all the text and then sort.

To sort an entire file,

1 Make sure the file you want to sort is not open, then choose **New** from the **File** menu to open a new document.

2 Choose **Sort** from the **Tools** menu.

A directory dialog box appears so you can specify which file you want to sort.

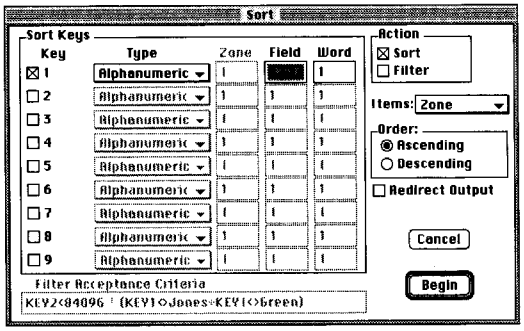


3 Select the file you want to sort.

If the file you want does not appear in the list box, use the directory pop-up menu, list box, or Show pop-up menu to locate the file. If you need additional help using the directory dialog box, see *Dialog Boxes* in *Chapter 2: Introducing WordPerfect.*

4 Click **Sort.**

The Sort dialog box appears, showing the sort criteria last used in the current session with WordPerfect.



5 Choose the type of item you are sorting from the **Items** pop-up menu.

If the file you want to sort is a merge data file, choose **Merge.** If the file contains a list of items, each separated by a single hard return, choose **Zone.** If the file contains a list of grouped items, each group separated by two hard returns, choose **Group.**

6 Specify the keys you want to use for this sort.

You should specify a field, zone, word, and a sort type (alphanumeric or numeric) for each key. You will probably need only a few keys, but you can specify as many as nine. For more information about how to specify keys, you may want to refer to the examples in *Sorting (or Alphabetizing) Lists, Sorting Groups,* or *Sorting Merge Files* earlier in this section.

7 Choose **Ascending** or **Descending** from the **Order** pop-up menu.

If you choose Ascending, letters are sorted beginning with "a," and numbers are sorted beginning with "0." If you choose Descending, letters are sorted beginning with "z," and numbers are sorted beginning with the highest number.

8 If you want to save the sorted text in a different file, select **Redirect Output**.

If you do not choose this option, the sorted text will be placed in the Untitled document that is open in the Document Editor. You can then save the Untitled document if you wish.

9 Click **Begin** to close the dialog box and begin the sort.

If you have redirected the output, a directory dialog box appears to let you choose a folder and name for the document the sorted text will be saved in. If you want the sorted text to replace the original text in the file, choose the original file as the output file. Otherwise, choose a folder or disk and type a new name in the text box. Click **Save** after you have selected a file.

HINT: If you want to sort a file and insert the sorted text in another document, simply open the document into which you want the new sorted text inserted, and place the insertion point where you want the sorted text. Then proceed with the above steps, starting with step two. If Redirect Output is *not* selected, the output will be directed to the open document.

Filtering Items

Sometimes, rather than rearrange items, you want to "sift" through them and keep only the ones that meet certain criteria. This process is called *filtering*.

For example, if you have an address file that includes names and addresses of all your clients in various states, you can use the Filter feature to create a file containing only the names and addresses of clients in a particular state.

When you filter items, you devise a test for WordPerfect to perform on each item. The items that meet the test remain; those that don't are removed. The test consists of the comparison of certain keys against a formula called the *filter acceptance criteria*. You enter the formula in the Filter Acceptance Criteria box in the Sort dialog box.

Because items that do not match the filter acceptance criteria are *removed* from the file when you filter, you should save a copy of your document to another file before filtering.

You can filter without sorting, or you can sort and filter at the same time.

Filtering without Sorting

1 Select the text you want WordPerfect to scan and filter.

2 Choose **Sort** from the **Tools** menu.

3 Select **Filter** in the **Action** box, and deselect **Sort**.

4 Choose the type of items you are filtering from the **Items** pop-up menu.

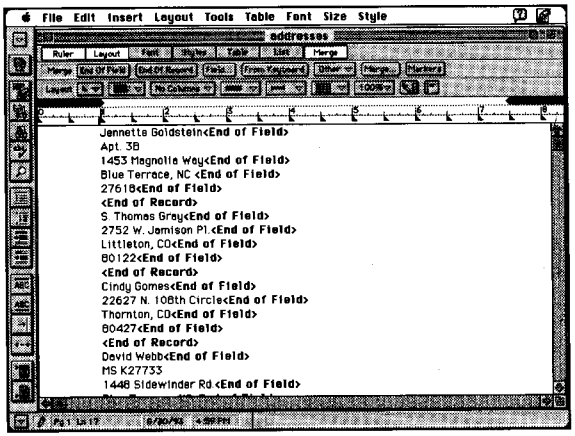
If you are filtering items from a list, choose **Zone**. If you are filtering groups of information, choose **Group**. If you are filtering a merge data file, choose **Merge**. If you need help identifying which item you should use, see *Sorting Concepts* earlier in this section.

With the type of Item selected, you are ready to define keys that specify which regions you want WordPerfect to test; you will specify one key for each region you want WordPerfect to test.

HINT: If you want the test to evaluate an *entire item* rather than a specific word, field, or zone within an item, you do not need to define a key. Instead of using a key, you will use the term *KeyG* in your formula (in step 7). KeyG stands for key global.

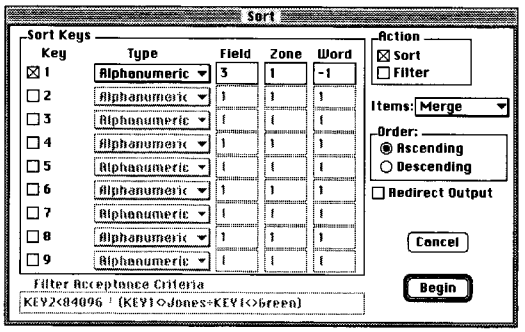
5 Select the key number you want to define, then type the number of the field, zone, and word you want WordPerfect to test.

How you define fields and zones varies according to the type of list or file you are filtering. You may want to refer to the example shown below. If you need additional help determining what numbers to type in the Field, Zone, or Word boxes, see *Sorting Concepts* earlier in this section.



If you wanted to filter the secondary merge file shown above for only the records of clients in Colorado (CO), you would define key 1 with field 3 (because the state is in the third field), zone 1 (because there is only one line or paragraph in

that field), and word -1 (because the state is the first word from the end of the field).



6 Define additional keys if you want WordPerfect to test more than one region.

7 Once you have specified keys for the regions you want to test, enter the test formula in the **Filter Acceptance Criteria** box.

In our example, the formula to filter out records of clients only in Colorado would appear like this:

KEY1=CO

If you define more than one key, be sure to include a phrase for each key in the formula.

If you want the test to evaluate an entire item rather than a specific zone, field, and word, use the term "KeyG" in your formula in place of the key number (because you do not define a key for entire items).

You can make your formula as complex as necessary to filter exactly the items you need. Refer to *Formulas* later in this section for a list of operators you can use to write more complex formulas.

8 If you want to save the filtered text in a different document, select **Redirect Output.**

If you do not choose this option, the filtered text will replace the original text.

9 Click **Begin** to close the dialog box and begin filtering.

If you redirected the output, a dialog box appears to let you choose a folder and name for the new document. Choose a folder (or disk), type a name in the text box, then click **Save.**

WordPerfect compares each region you specified in the keys with the formula in the Filter Acceptance Criteria box. If the region meets the test, the item remains in the list. If the region does not meet the test, the item is removed from the list.

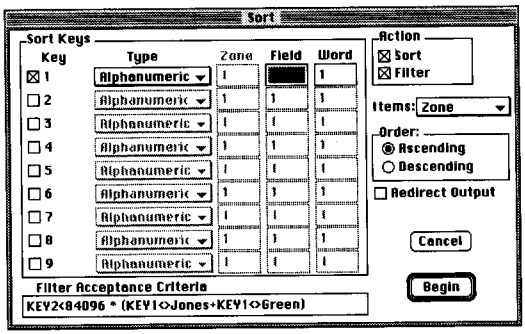
If you made a mistake, choose **Undo** from the **Edit** menu to restore the original text.

Filtering *and* Sorting

You can sort and filter text at the same time. When you sort and filter, you need to define keys for both processes. The keys you want to use for sorting should come first. Then, when you enter the Filter Acceptance Criteria, your formula will include only the keys that you want to use in filtering.

1 Select the text you want to sort and filter.

2 Choose **Sort** from the **Tools** menu.



3 Select both **Sort** and **Filter** in the **Action** box, so that both checkboxes are marked.

4 Choose the type of item you want to sort and filter from the **Items** menu.

If you need help determining which type of item to use, see *Sorting Concepts* earlier in this section.

5 Define the keys you want to use for sorting, including the number of field, zone (where applicable), and word.

The keys you define for sorting should be arranged in the order you want WordPerfect to sort by. For more information about defining keys, see *Sorting Concepts* earlier in this section.

6 Define the additional keys you want to use for filtering, including the number of field, zone (where applicable), and word.

The keys used for filtering can be in any order but must follow the keys used for sorting. For example, if you used keys 1 and 2 for sorting criteria, you would use key 3 as your first filtering key.

7 Type the filtering test formula you want to use in the **Filter Acceptance Criteria** box.

Your formula should include each key that you defined for filtering. If you want the test to evaluate an entire item rather than a specific zone, field, and word, use the term "KeyG" in your formula in place of the key number.

You can make your formula as complex as necessary to filter exactly the items you need. Refer to *Formulas* below for a list of operators you can use to write more complex formulas.

8 If you want the sorted and filtered text saved in a different file, select **Redirect Output**.

If you do not choose this option, the sorted and filtered text will replace the text you selected in the active document.

9 Click **Begin** to close the dialog and begin sorting and filtering.

If you have redirected the output, a directory dialog box appears to let you choose a folder and name for the document in which the sorted and filtered text will be saved. Choose a folder (or disk), type a name in the text box, then click **Save**.

If you made a mistake, you can choose **Undo** from the **Edit** menu to restore the original text.

Formulas

The following table shows the operators you can use in a formula (in the Filter Acceptance Criteria box) and their functions.

= (Equal)	Looks at the region specified by the key and checks for an exact match.
<> (Not Equal)	Looks at the region specified by the key and checks to see that they are not the same.
< (Less Than)	Looks at the region specified by the key and checks to see if the contents of the region are less than the value in the formula.
> (Greater Than)	Looks at the region specified by the key and checks to see if the contents of the region are greater than the value in the formula.
<= (Less Than or Equal To)	Looks at the region specified by the key and checks to see if the contents are less than or equal to the value in the formula.
>= (Greater Than or Equal To)	Looks at the region specified by the key and checks to see if the contents are greater than or equal to the value in the formula.
* (Boolean AND)	Checks to see if the tests on both sides of the operator are met.
+ (Boolean OR)	Checks to see if the tests on either side of the operator are met.

If you use the >, <, >=, or <= operators, you should be sure to specify in each whether you want to evaluate the region alphanumerically or numerically. If you are testing text (with letters), use alphanumeric. If you are testing numbers and want the test to evaluate the entire value of the number found in the region, use

numeric. If you want the test to evaluate the number according to individual digits (as you would when using ZIP Codes or phone numbers), use alphanumeric.

You can make your formula as complex as necessary to filter exactly the items you need. For example, if you want to filter out and save a list of only those clients in Littleton and Thornton, Colorado, but not clients in other states or other cities in Colorado, you could define a second key to point to the city name. Then your formula would look like this:

KEY1=CO+KEY2=(Littleton*Thornton)

WordPerfect evaluates a formula from left to right unless you use parentheses in the formula; items inside parentheses are evaluated first. If you use multiple sets of parentheses, the sets are evaluated from left to right. If you use parentheses inside parentheses, the innermost sets are evaluated first.

If you want WordPerfect to test an entire item rather than a specific zone, field, and word, use the term "KeyG" in the formula in place of the key number. If you use KeyG, you do not need to define a key in the Sort Keys box (unless you want to specify other keys in addition to KeyG).

Chapter 7: Formatting Documents

209 *Methods of Formatting*

209 *Formatting Characters*

213 *Formatting Lines and Paragraphs*

221 *Formatting Pages*

225 *Using Columns*

230 *Adding Borders, Lines, and Shading*

231 *Using Formatting Codes*

Methods of Formatting

WordPerfect provides four basic tools to help you format your documents.

- Button Bars
- Ruler Bars
- Menus
- Key Command Shortcuts

The following list explains some of the advantages of each method.

Button Bars	Require only a simple click of the mouse to access some of the most common formats.
Ruler Bars	Offer specific and direct formatting techniques. Also access dialog boxes for more detailed formatting.
Menus	Provide access to dialog boxes, fonts, and font sizes.
Key Command Shortcuts	Provide a quick way to format your document while keeping your hands on the keyboard.

For more information about the Button Bars, Ruler Bars, menus, and key commands, see *Chapter 2: Introducing WordPerfect.*

Formatting Characters

You can change the font, font size, and text style of the text you type. You can also adjust the spacing between characters (kerning).

This section includes:

- Changing the Font
- Changing the Font Size
- Changing the Text Style
- Using the Character Format Dialog Box
- Adjusting Space Between Characters (Kerning)

Changing the Font

A font is a set of characters with a specific design. The names of every font installed in your system appear in the WordPerfect font menu. Use the Font menu to make changes.

The Macintosh system comes with a small selection of fonts. WordPerfect also provides a number of fonts available for your use. Additional font packages can be purchased from an Apple dealer.

HINT: You can also use the Font bar and the Character Format dialog box (⌘-H) to make changes to the font in your document.

You can:

- Change the font and type new text
- Change the font of existing text
- Change the font of an entire document
- Change the font for all new documents

Changing the Font and Typing New Text

1 Choose the font you want from the **Font** menu.

2 Type the text.

Existing text remains in its original font.

HINT: If you have a large number of fonts installed, it may be faster to change fonts using the Character Format dialog box. See *Using the Character Format Dialog Box* later in this section.

Changing the Font of Existing Text

1 Select the text you want to change.

2 Choose the font you want from the **Font** menu.

Changing the Font of an Entire Document

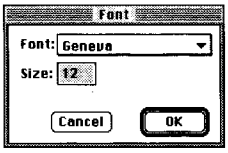
1 Choose **Select All** from the **Edit** menu.

2 Choose the font you want from the **Font** menu.

Changing the Font for All New Documents

The font that is used automatically by WordPerfect (commonly called the "default" font) is Geneva. You can easily change the default font to any font installed in your system.

1 Choose **Preferences** from the **Edit** menu, then click the **Font** icon.



2 Choose a font from the **Font** pop-up menu, then type a point size in the **Size** text box.

3 Click **OK**, then close the Preferences dialog box.

The default font you set affects the active document and all the new documents you create.

HINT: You can also change the default font by changing the Document style or by using New Document Stationery. The Document style affects all documents (new and existing), and New Document Stationery affect new documents only. See *Chapter 14: Saving Time with Automated Tasks.*

Changing the Font Size

Use the Size menu to change the font size. You can also use the Character Format dialog box to make more complex changes to the font size. See *Using the Character Format Dialog Box* later in this section.

1. Select the text you want to change.

   or

   Place the insertion point where you want to begin typing using the new size.

2. Choose a size from the **Size** menu.

   or

   If you want a size that is not displayed in the Size menu, choose **Other** from the **Size** menu, specify the size you want, then click **OK**.

If the Size menu does not appear on your monitor, choose a size from the **Font** menu.

You can also change the current font size by a percentage. See *Using the Character Format Dialog Box* later in this section.

HINT: To change the font size by one-point increments, choose **Larger** or **Smaller** from the **Size** menu.

Changing the Text Style

Text style refers to the character attributes, or appearance of text. You can choose a style from either the Style menu, the Font bar, or the Character Format dialog box. The following list illustrates the appearance of each text style.

Plain text
Bold text
Italicized text
Underlined text
SMALL CAPS
Superscript text
Subscript text
Redlined text
~~Strikeout text~~

Double underlined text, outlined text, and shadowed text are available only from the Character Format dialog box.

The text styles can be used for a variety of reasons. For example, Redline text is often used to indicate an addition to a document, and Strikeout text is often used to indicate that text should be deleted. You can remove Redline markings and Strikeout text by choosing Remove from the Style menu. See *Marking Proposed Changes in Documents* in *Chapter 6: Editing Documents.*

To apply a text style,

1. Select the text you want to change.

   or

   Place the insertion point where you want to begin typing.

2 Choose the text style you want from the **Style** menu.

or

Choose **Other** from the **Style** menu, select each text style you want from the **Character Format** dialog box, then click **OK**.

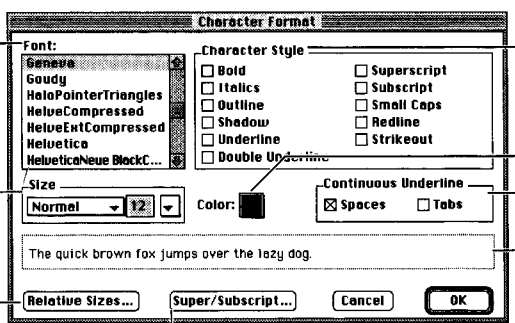
You can also use the Font bar to change the text style. Refer to *The Ruler Bars* in *Chapter 2: Introducing WordPerfect* for more information.

Do not confuse text styles with formatting styles. Formatting Styles are commonly used to format long documents, so the headings and text are formatted consistently. For more information about formatting styles, see *Formatting with Styles* in *Chapter 14: Saving Time with Automated Tasks.*

Using the Character Format Dialog Box

You can use the Character Format dialog box to:

- Change the font
- Change the font size
- Change the character style
- Choose an underline style
- Change the text color
- Change relative size options
- Change super-/subscript options



Choose one of the installed fonts.

Choose a relative size from the pop-up menu, type a size in the text box, or choose one of the installed sizes.

Click to open the Relative sizes dialog box.

Turn text styles on and off.

Choose a text color.

Select an underline option.

Displays sample text with the selected formatting options

Click to open the Superscript/Subscript Options dialog box.

1 If necessary, click **Font** on the **Control** Bar to display the **Font** bar.

2 Click **Other** on the **Font** bar.

3 Select any options you want in the Character Format dialog box.

For more information about text colors, see *Editing Graphics* in *Chapter 10: Working with Graphics.*

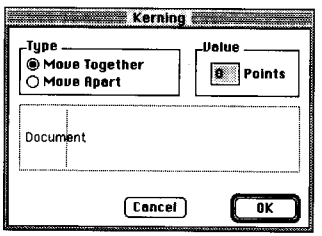
4 When the text in the display box looks like you want it to, click **OK** to close the dialog box.

Adjusting Space Between Characters (Kerning)

Use the Kerning feature to adjust the spacing between characters.

1 Place the insertion point between the two characters you want to move closer together or farther apart.

2 Choose **Kerning** from the **Layout** menu.



3 Select **Move Together** or **Move Apart**.

4 Type a new number in the **Points** text box.

Since you normally adjust the kerning by very small increments, the default measurement unit is points. There are 72 points in an inch.

When you change the value, the Kerning dialog box displays the change.

5 Click **OK** to accept the change and close the dialog box.

HINT: If you have an extended keyboard, you can also change the kerning by pressing Shift-F1 to move characters together one point and Shift-F2 to move characters apart one point.

Formatting Lines and Paragraphs

You can change the appearance of your documents by changing the formatting of the lines and paragraphs.

WordPerfect is a paragraph-oriented program. Most formatting changes you make (such as changing spacing or columns) start at the beginning of the paragraph where the insertion point is located and continue to the end of the document (unless a conflicting change occurs later in the document).

This section includes:

- Setting Tabs and Indents
- Indenting Text
- Setting Alignment
- Hyphenating Words
- Setting Line Spacing
- Setting Line Height
- Adjusting Leading
- Using Line Numbering
- Adjusting Space Between Paragraphs

Setting Tabs and Indents

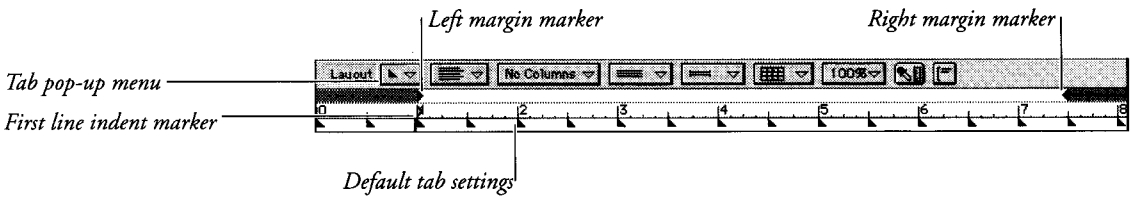
WordPerfect automatically sets tabs at regular intervals. For example, USA English WordPerfect sets tabs at every half inch. You can set as many as 40 tabs on the Ruler. New tab settings affect your document from the insertion point to the end of the document or until you change the settings again.

If you select text before changing tabs and indents, the new settings only affect the selected area.

Using the Ruler to Set Tabs and Indents

1 Place the insertion point where you want the tab settings to begin.

2 If the Ruler is not displayed at the top of the document window, click **Ruler** on the **Control** Bar.



To do this:	Do this:
Move a tab	Drag the tab marker to a new location on the Ruler.
Remove a tab	Drag the tab marker off the Ruler.
Remove all tabs	Choose **Clear Tabs** from the **Tab** pop-up menu on the **Layout** bar.
Change the first line indent	Drag the first line indent marker to a new location on the Ruler.
Change margins	Drag the margin markers to new locations on the Ruler.

Using the Tabs Dialog Box to Set Tabs and Indents

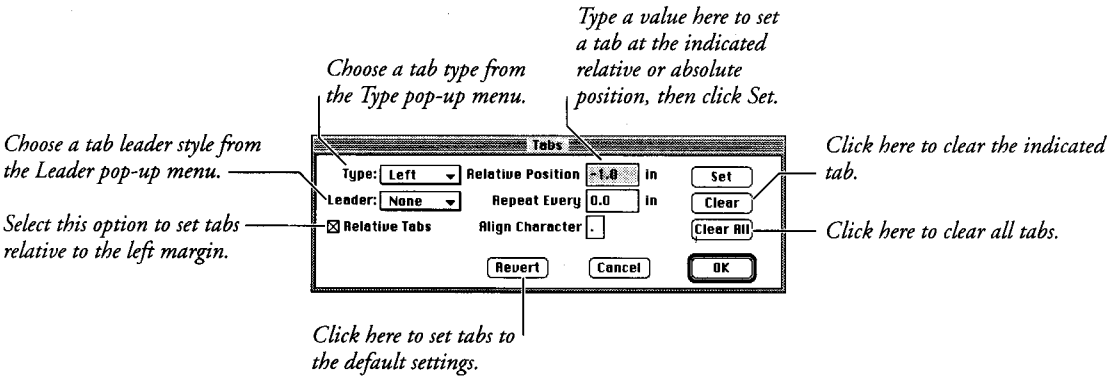
You can use the Tabs dialog box to set or adjust tab settings with more precision.

1 Choose **Tabs** from the **Layout** menu.

or

Double-click any tab on the Ruler.

2 Change settings, or select the options you want in the **Tabs** dialog box, then click **OK**.



HINT: You can also set a new tab by choosing an option from the Tab pop-up menu on the Layout bar, then clicking the Ruler in the position where you want the new tab located. You can set uniform tabs by typing a relative position in the dialog box, then typing in the Repeat Every box the interval at which you want the tabs to appear.

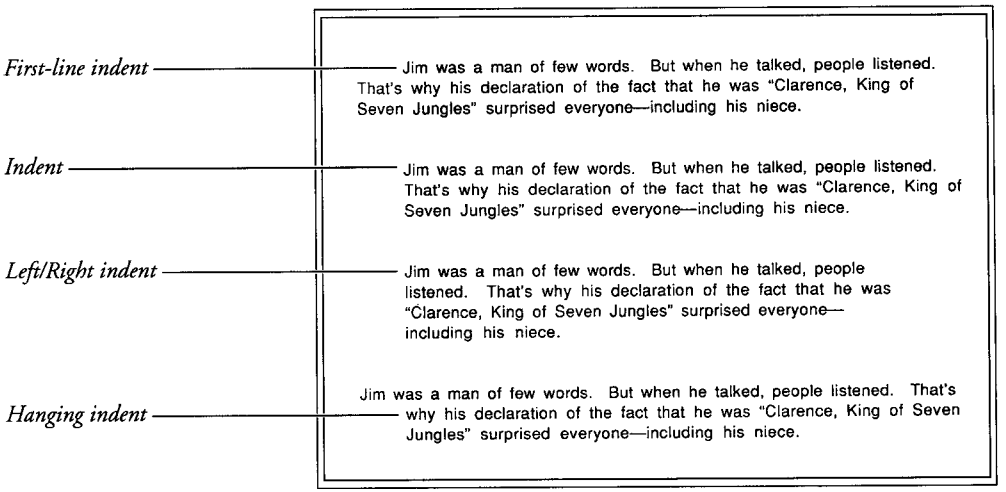
HINT: To copy the tab settings to the Clipboard, click the **Copy Ruler Settings** icon on the **Layout** bar. You can then paste the settings anywhere in your document or in another document.

Indenting Text

You can choose from a variety of ways to indent text.

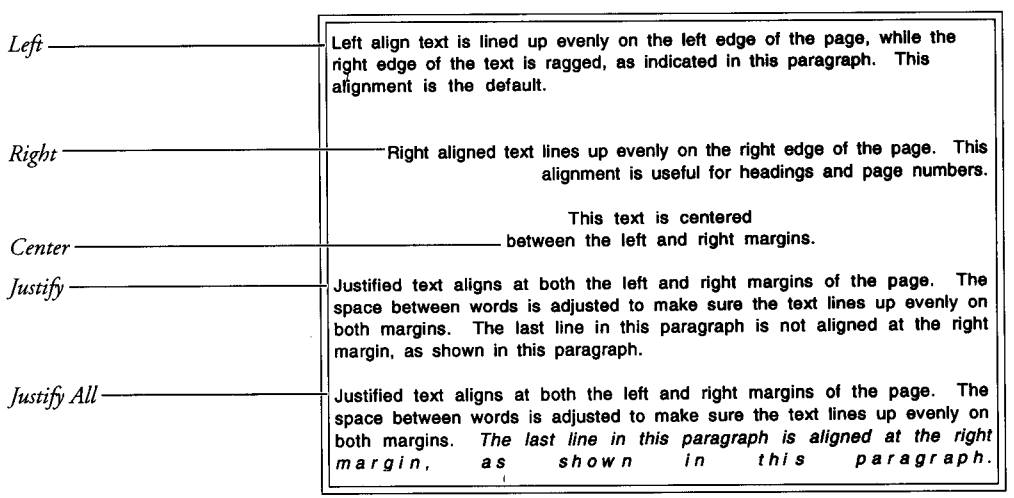
To do this:	Do this:
Indent the first line of a single paragraph	Press **Tab**.
Indent the first line of every paragraph	Drag the first line indent marker on the Ruler, or use the Paragraph Format dialog box.
Indent every line of a paragraph	Choose **Indent** from the **Insert** menu, or press **⌘-Shift-I** or **Option-Tab**.
Indent every line of a paragraph on both sides of the paragraph	Choose **Left/Right Indent** from the **Insert Menu**, or press **⌘-F5**.

To do this:	Do this:
Indent all but the first line of a paragraph (create a hanging indent)	Choose **Indent** from the **Insert** menu, then press **Shift-Tab**.



Setting Alignment

You can change the alignment of the text on your page using the Alignment pop-up menu on the Layout bar. You have five options:



1 Place the insertion point where you want the change to begin, or select the text you want to realign.

The alignment change affects the selected text or the entire paragraph where the insertion point is located and all subsequent text (unless another alignment change is encountered later in the document).

2 If the Layout bar is not displayed, click **Layout** on the **Control** Bar.

3 Choose an alignment style from the **Alignment** pop-up menu on the **Layout** bar.

Flush Right

To align existing text with the right margin, select the text, then press **Shift-F5** or **⌘-Shift-Z**.

Hyphenating Words

WordPerfect normally wraps words that are too long to fit on the current line to the next line. You can hyphenate words manually, or you can use the Hyphenation feature. You can choose between Automatic Hyphenation (WordPerfect places the hyphens for you) or Auto Aided Hyphenation (WordPerfect lets you place the hyphen).

WordPerfect Hyphenation

If you want an entire document hyphenated, place the insertion point in the first paragraph of the document before you turn hyphenation on. If you want hyphenation turned on as the default for all new documents, change the Document style. See *Changing the Document Style* under *Formatting with Styles* in *Chapter 14: Saving Time with Automated Tasks* for instruction on changing the Document style.

1 Choose **Hyphenation** from the **Layout** menu.

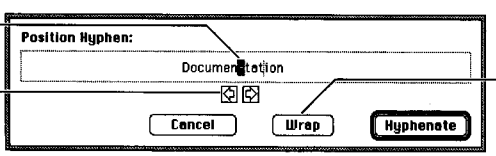
2 Choose **Automatic** or **Auto Aided** from the **Type** pop-up menu.

If you choose Automatic, words are automatically hyphenated using the hyphenation points contained in words in the dictionary.

If you choose Auto Aided, every time a word needs to be hyphenated to fit on a line, a dialog box appears so you can place the hyphen.

A hyphen appears in the suggested position.

Click the arrows to move the hyphen through the word, then click Hyphenate.



Click here to wrap the entire word to the next line.

Manual Hyphenation

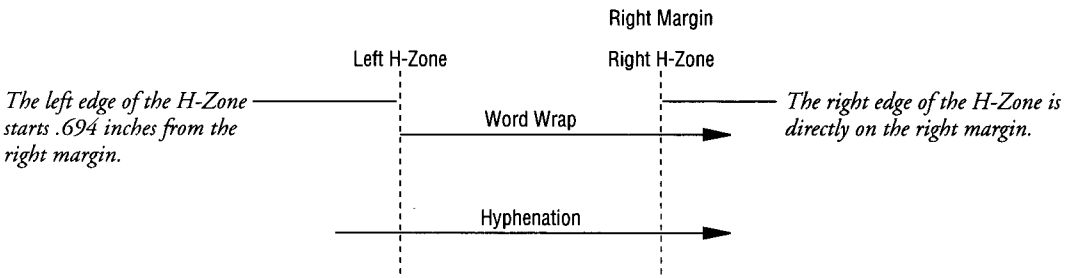
If you want to manually hyphenate a word, insert a soft hyphen by holding down Command (⌘), then pressing the hyphen character (-). Soft hyphens are dormant unless they are needed because a word extends past the end of a line of text.

If you want to add a hyphen between two words and don't want the words separated under any circumstances, insert a hard hyphen by holding down Command (⌘) and Shift, then pressing the hyphen character (-). If the hyphenated word is too long to fit on the line, the whole word will move to the next line.

HINT: Use the ST Utility to look up the proper hyphenation for a word. See *Looking Up Word Hyphenation* in *Looking Up Words* under *Checking Spelling* in *Chapter 12: Using Language Tools.*

Changing the Hyphenation Zone

WordPerfect uses a hyphenation zone (H-Zone) to determine if words should be hyphenated.



If a word starts at or before the left edge of the H-Zone and moves past the right edge of the H-Zone, the word will be hyphenated.

1. Place the insertion point where you want to begin changing the H-Zone for the current document.
2. Choose **Hyphenation** from the **Layout** menu.
3. Specify new values for the H-Zone.

If you want a smaller H-Zone, type a smaller number in the left text box. This will cause more words to be hyphenated and result in better spacing when text is justified.

If you want a larger H-Zone, type a larger number in the left text box. This will cause fewer words to be hyphenated and result in more uneven spacing between words when text is justified.

The Japanese pop-up menu will be dimmed unless you are using a Japanese language module.

Setting Line Spacing

Text is always single-spaced unless you specify otherwise.

1. Place the insertion point in the paragraph where you want the line spacing change to begin.

   or

   Select the text you want to change.
2. Choose a different line spacing from the **Line-Spacing** pop-up menu on the **Layout** bar.

   or

   If you want to use any other type of line spacing, choose **Other** from the **Line Spacing** pop-up menu on the **Layout** bar, select another type, then click **OK**.

Setting Line Height

Normally, line height is adjusted according to the font size you are using. For example, a 12-point Helvetica font uses a 14-point line height.

You can specify a fixed line height. Adjusting line height does not change the height of the text, so be careful that you do not allow too little space for the text.

1. Place the insertion point in the paragraph where you want the change to begin.

   or

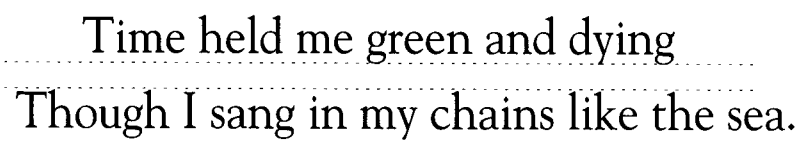
   Select the text you want to change.
2. Choose **Other** from the **Line Spacing** pop-up menu on the **Layout** bar.
3. Click one of the four radio buttons, or type a new line height in the **Fixed At** text box.

HINT: You can change the unit of measurement by clicking the abbreviation next to the **Fixed At** text box, then choosing another unit of measurement from the **Line Spacing** pop-up menu.

4. Click **OK**.

Adjusting Leading

Leading is the space between the bottom of the longest descender in a line and the top of the highest ascender in the next line. You can use the Leading feature to change the space between lines.



1. Place the insertion point where you want to begin changing the leading.

   or

   Select the text you want to change.
2. Choose **Other** from the **Line Spacing** pop-up menu on the **Layout** bar.
3. Click **Automatic** or **Fixed At** under **Leading**.

If you click Automatic, WordPerfect will use the leading built into the font (or fonts).

If you click Fixed At, you can specify the number of points you want between lines by typing a value in the text box. You can enter a negative number to decrease the leading between lines.

4. Click **OK**.

Using Line Numbering

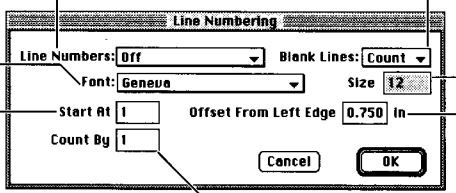
You can place numbers at the beginning of every line in your document or specify which lines you want numbered.

1 Place the insertion point where you want line numbering to begin.

or

Select the text you want to number.

2 Choose **Line Numbers** from the **Layout** menu.



You can number lines continuously or restart numbering on each page.

Blank lines can be numbered and counted, not numbered but counted, or ignored.

Choose a font for the line numbers here.

You can start numbering at any whole number between 1 and 65535.

Choose a point size for the line number here.

Specify the position of the line number relative to the left margin here.

Specify the numbering increment (any whole number between 1 and 64).

3 Select the options and make the changes you want in the dialog box, then click **OK**.

Adjusting Space Between Paragraphs

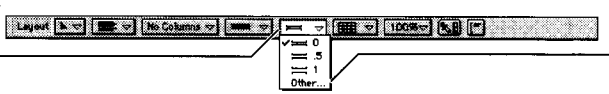
Use the Paragraph Layout dialog box to change the space between paragraphs.

1 Place the insertion point where you want the change to begin.

or

Select the text you want to change.

2 Choose a setting from the **Paragraph Spacing** pop-up menu on the **Layout** bar.



Paragraph Spacing pop-up menu

Choose Other to open the Paragraph Format dialog box.

3 If you want to specify a different spacing than appears in the pop-up menu, choose **Other** from the **Paragraph Spacing** pop-up menu on the **Layout** bar, then specify a new **Space Between Paragraphs** value.

4 Click **OK**.

Formatting Pages

You can change the appearance of your document by changing paper settings and margins, centering text top to bottom on a page, and so forth.

This section includes:

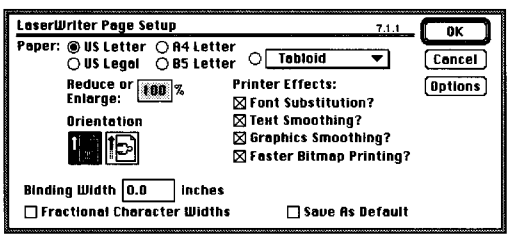
- Setting Paper Size and Orientation
- Changing Margins
- Centering Text on a Page
- Keeping Text Together

Setting Paper Size and Orientation

You can use the Page Setup dialog box to change the paper size and page orientation.

The Page Setup dialog box is part of the Macintosh System and varies according to the version of the system software you are using and the printer you have selected. See your Macintosh owner's manual for more information.

1 Choose **Page Setup** from the **File** menu.



2 Specify the settings you want, then click **OK**.

The settings you make affect only the active document and are saved with the document.

HINT: If you have QuickDraw GX printing (available with System 7.5 or later), you can use Custom Page Setup to specify different settings for each page. In other words, you can set up one page in your document to print a chart in landscape orientation while the rest of your document is in portrait orientation. See *Choosing Page Setup Options* in *Chapter 9: Printing Documents* for more information.

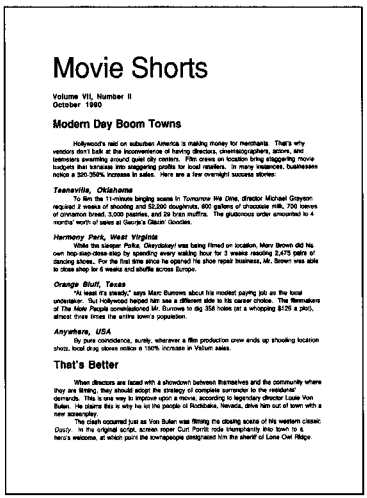
Common Paper Sizes

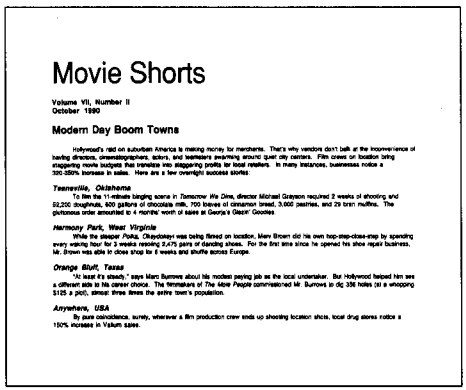
The following table lists some common paper sizes.

Paper Type	Dimensions
US Letter	8 1/2" by 11"
US Legal	8 1/2" by 14"
A4 Letter	8 1/4" by 11 2/3"
B5 Letter	9 8/10" by 7"
Tabloid	11" by 17"
A3 Tabloid	11 7/10" by 16 1/2"
Business Envelope	4 1/8" by 9 1/2"

Paper Orientation

You can choose between Portrait (text prints across the width of the page) and Landscape (text prints across the length of the page) page orientations. The orientation you select immediately affects the entire document.





If your Macintosh is set up for QuickDraw GX printing, you can change paper orientation page-by-page by choosing **Custom Page Setup** from the **File** menu. (For example, page 1 of your document could use portrait orientation, and page 2 could use landscape orientation.) See *Choosing Page Setup Options* in *Chapter 9: Printing Documents* for related information.

Changing Margins

Although you can easily change the left and right margins by dragging the margin markers on the Ruler, you can use the Margins dialog box to adjust the left, right, top, and bottom margins.

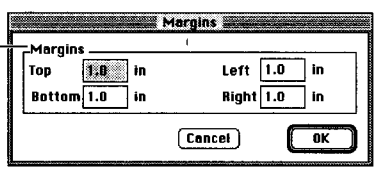
You can also change the binding offset to adjust the margins for facing pages of a document that is to be bound.

1 Choose **Margins** from the **Layout** menu.

or

Double-click a margin marker on the Ruler.

The current margin settings appear in the margin text boxes.



2 Specify new margin settings in the margin text boxes.

HINT: You can change the unit of measurement by clicking its abbreviation, then choosing another unit of measurement from the pop-up menu.

LaserWriter printers have an *unprintable zone* of 1/2 inch around each edge of the page. If you are using a LaserWriter printer, and you set margins less than 1/2 inch from the edge of the paper, some text will not be printed. You can change the width of the unprintable zone to 1/4 inch if you choose **Page Setup** from the **File** menu, click **Options**, then click the **Larger Print Area** checkbox.

Binding Width

If you need to print a double-sided document and want to allow extra space for binding,

1. Choose **Page Setup** from the **File** menu.
2. Type the amount you want the margin adjusted on facing pages in the **Binding Width** text box.

HINT: You can change the unit of measurement by clicking its abbreviation, then choosing another measurement from the pop-up menu.

The value you type will be added to the width of the left margin on odd-numbered pages and of the right margin on even-numbered pages.

For example, if you currently have 1-inch margins and you type .5 in the box, the left margin will be adjusted to 1.5 inches on the first page, the right margin to 1.5 inches on the second page, and so forth. The first page is an odd-numbered page unless you change the page numbering.

Back Tab

Occasionally you may need to place text, such as a heading or a graphic, to the left of the left margin. You can use Back Tab to do this without resetting the margin.

1. Place the insertion point at the left margin.
2. Choose **Back Tab** from the **Insert** menu.

The insertion point and any text or graphics to the right of the insertion point move one tab to the left.

HINT: You can move the first line indent to the left of the margin if you want the first line of each paragraph to "hang" to the left of subsequent lines in each paragraph.

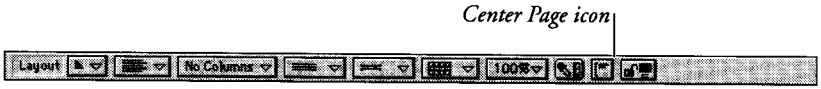
Centering Text on a Page

You can easily center text between the top and bottom edges of the page. This is an easy way to center titles, short letters, and other text that needs to be centered vertically.

Do not leave any blank lines before or after the material you want to center unless you want those lines centered as well. (If you include blank lines, the text will not appear centered.)

1. Place the insertion point anywhere on the page.

2 Click the **Center Page** icon on the **Layout** bar.



When you use Center Page, you will not see a change in the document window. If you want to see how the centering will look on the printed page, choose Print Preview from the File menu.

Keeping Text Together

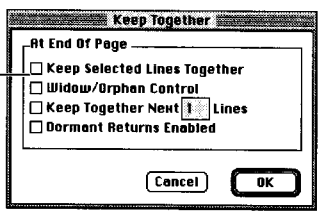
Keeping Selected Lines Together

Sometimes you may want to keep a block of text together on the same page.

1 Select the text you want to keep together.

The selection can include anything you see in a document window.

2 Choose **Keep Together** from the **Layout** menu.



Block protects your selection

3 Click the **Keep Selected Lines Together** checkbox, then click **OK**.

If any part of the block needs to move to the next page, the entire block moves to the next page.

HINT: You can also keep lines of text together by selecting them, then clicking the **Block Protect** button on the **Layout** bar.

You can separate a protected block by inserting a hard page break (⌘-Return).

Keeping a Specified Number of Lines Together

Use this feature to prevent a specified number of lines from being separated by a page break. This feature is different from the Keep Selected Lines Together feature in that it keeps together a specified number of lines, not a block of selected text.

1 Place the insertion point at the beginning of the first line of the group of lines that you want to keep together.

WordPerfect will start counting at this line.

2 Choose **Keep Together** from the **Layout** menu.

3 Click the **Keep Together Next *n* Lines** checkbox, then specify the number of lines you want to keep together.

Make sure you count blank lines as well as lines of text. However, when lines have extra white space between them (for example, double-spaced text), do not count extra space between lines.

4 Click **OK**.

The lines you keep together must all have the same height. (They will have the same height if you use the same point size or if you define a fixed line height.) When you keep lines together, WordPerfect calculates the height of the first line, multiplies it by the number you specify, then keeps that amount of space together. If the first line is a different size than the other lines, WordPerfect may reserve the wrong amount of space.

Widow/Orphan Control

A *widow* is the last line of a paragraph that appears by itself at the top of a page. An *orphan* is the first line of a paragraph that appears by itself at the bottom of a page.

Use WordPerfect's Widow/Orphan Control feature to adjust your document so that at least two lines appear together at the top and bottom of a page.

1 Place the insertion point where you want to begin Widow/Orphan control.

2 Choose **Keep Together** from the **Layout** menu.

3 Select the **Widow/Orphan Control** checkbox, then click **OK**.

You can turn Widow/Orphan Control on and off in a document as many times as you want.

Dormant Returns Enabled

With the Dormant Returns Enabled checkbox selected, a Return that appears alone on a line at the top of a page beginning with a soft page break is replaced by a dormant return so that an unwanted blank line is not inserted at the top of a page.

Using Columns

You can create from 2 to 24 columns in WordPerfect. You can adjust the spacing between columns and use precise measurements to change the spacing and margins.

This section includes:

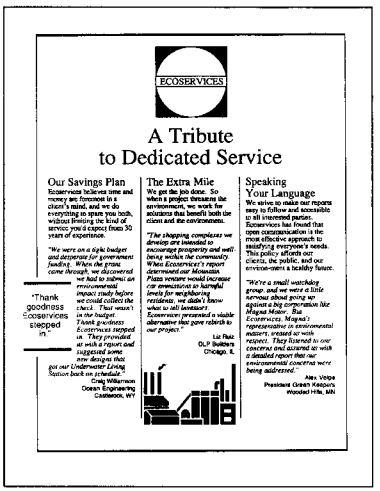
- Types of Columns
- Column Concepts
- Setting Up Columns
- Typing in Newspaper Columns
- Typing in Parallel Columns
- Typing in Extended Columns
- Joining Adjacent Columns
- Creating Column Borders
- Turning Off Columns

Types of Columns

There are three types of columns available in WordPerfect.

Newspaper Columns

Newspaper columns are used for text that flows from the bottom of one column to the top of the next. This style is used most frequently for newsletters, newspapers, tabloids, and brochures.



ECOSERVICES

A Tribute
to Dedicated Service

Our Savings Plan

Ecoservices believes time and money are foremost in a client's mind, and we do everything in spare you both, without limiting the kind of service you'd expect from 30 years of experience.

"We were on a tight budget and desperate for government funding. When the grant came through, we discovered we had to submit an environmental impact study before we could collect the check. That wasn't in the budget. Thank goodness Ecoservices stepped in. They provided us with a report and suggested some new designs that got our Underwater Living Station back on schedule."

Craig Wilkerson
Ocean Engineering
Cashmock, WY

"Thank goodness Ecoservices stepped in."

The Extra Mile

We get the job done. So when a project threatens the environment, we work for solutions that benefit both the client and the environment.

"The shopping complexes we develop are intended to encourage prosperity and well-being within the community. When Ecoservices's report determined our Mountain Plaza venture would increase car emissions to harmful levels for neighboring residents, we didn't know what to tell lawmakers. Ecoservices presented a viable alternative that gave rebirth to our project."

Liz Ruiz
OLP Builders
Chicago, IL

Speaking
Your Language

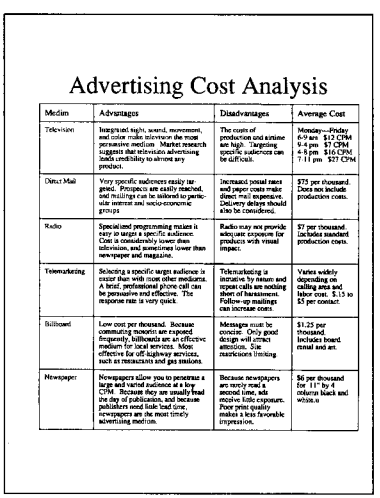
We strive to make our reports easy to follow and accessible to all interested parties. Ecoservices has found that open communication is the most effective approach to satisfying everyone's needs. This policy affords our clients, the public, and our environment a healthy future.

"We're a small watchdog group, and we were a little nervous about going up against a big corporation like Magna Motor. But Ecoservices, Magna's representative in environmental matters, treated us with respect. They listened to our concerns and assured us with a detailed report that our environmental concerns were being addressed."

Alex Volpe
President Green Keepers
Wooded Hills, MN

Parallel Columns

Parallel columns are used for text you want to place in side-by-side columns, such as scripts, charts, tables, and inventory lists.



Advertising Cost Analysis

Medium	Advantages	Disadvantages	Average Cost
Television	Integrated sight, sound, movement, and color make television the most persuasive medium. Market research suggests that television advertising lends credibility to almost any product.	The costs of production and airtime are high. Targeting specific audiences can be difficult.	Monday—Friday 6-9 am $12 CPM 9-4 pm $7 CPM 4-8 pm $16 CPM 7-11 pm $27 CPM
Direct Mail	Very specific audiences easily targeted. Prospects are easily reached, and mailings can be tailored to particular interest and socio-economic groups	Increased postal rates and paper costs make direct mail expensive. Delivery delays should also be considered.	$75 per thousand. Does not include production costs.
Radio	Specialized programming makes it easy to target a specific audience. Cost is considerably lower than television, and sometimes lower than newspaper and magazine.	Radio may not provide adequate exposure for products with visual impact.	$7 per thousand. Includes standard production costs.
Telemarketing	Selecting a specific target audience is easier than with most other mediums. A brief, professional phone call can be persuasive and effective. The response rate is very quick.	Telemarketing is intrusive by nature and repeat calls are nothing short of harassment. Follow-up mailings can increase costs.	Varies widely depending on calling area and labor cost. $.15 to $5 per contact.
Billboard	Low cost per thousand. Because commuting patterns are repeated frequently, billboards are an effective medium for local services. Most effective for off-highway services, such as restaurants and gas stations.	Messages must be concise. Only good design will attract attention. Site restrictions limiting	$1.25 per thousand. Includes board, rental and art.
Newspaper	Newspapers allow you to penetrate a large and varied audience at a low CPM. Because they are usually read the day of publication, and because publishers need little lead time, newspapers are the most timely advertising medium.	Because newspapers are rarely read a second time, ads receive little exposure. Poor print quality makes a less favorable impression.	$6 per thousand for 11" by 4 column black and white.

Each row of columns across a page is designed to stay together. If one column in a row is longer than another, all the columns adjust in length. If a column

becomes so long it moves across a page break, the entire row of columns moves to a new page.

Extended Columns

Extended columns can be used like parallel columns, except that text in any column can continue across a page break without moving the entire row to a new page.

Column Concepts

Before you begin creating columns, you should know some basic terminology.

Gutter

A "gutter" is the white space between the right margin of one column and the left margin of the next column. You can adjust the gutter by changing the column margins in the Column Format dialog box, or by dragging the column margin markers on the Ruler. When you use evenly spaced margins, WordPerfect uses .25-inch gutters.

Set

A "set" of columns begins when you change the number or type of columns you are using. It ends when you move to the last column on the right side of the page, insert a hard column break, and change the number or type of columns.

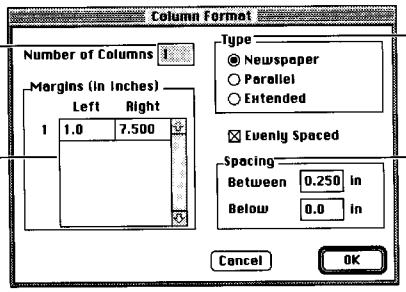
Row

A "row" of columns begins with the column at the left margin and ends with column at the right margin. A set of columns can contain a single row or multiple rows.

Column Format Dialog Box

To open the Column Format dialog box,

1 Choose **Other** from the **Columns** pop-up menu on the **Layout** bar.



Specify the number of columns you want here.

Set column margins using this scrollable box.

Choose the type of column you want here.

Adjust the spacing between and below columns here.

Setting Up Columns

You can set up columns before you start typing, or you can format existing text with columns. You can change the number and style of columns as many times as you like on a page or in a document.

1 Place the insertion point where you want columns to begin.

or

Select the text you want to place in columns.

If you place the insertion point in the middle of an existing paragraph, the columns will begin at the beginning of that paragraph.

2 Choose **Other** from the **Columns** pop-up menu on the **Layout** bar.

3 Select the options you want, then click **OK**.

HINT: If you want to use newspaper columns, you can also choose the number of columns you want from the **Columns** pop-up menu on the **Layout** bar.

Moving through Columns

Although you can move through columns by simply clicking and scrolling, you can move to a column on another page more quickly by using the **Go To** command on the **Edit** menu. Choose any of the options from the **Column** pop-up menu. The "No Change" option lets you move to a new page, yet stay in the same column.

Typing in Newspaper Columns

1 Type the text you want in the first column.

When your text reaches the bottom of the page, the insertion point moves to the top of the next column, so you can keep typing. When you fill the last column on the page, the insertion point moves to the left margin of the next page.

2 If you do not want to fill an entire column with text, insert a column break by choosing **Column Break** from the **Insert** menu or pressing **⌘-Shift-Return**.

The insertion point moves to the next column.

Typing in Parallel Columns

Text you type in parallel columns is grouped across the page in rows.

1 Type the text you want in the first column.

This column cannot be more than one page in length.

HINT: If you want a column to be more than a page long, use Extended columns. See *Typing in Extended Columns* below.

2 Choose **Column Break** from the **Insert** menu.

or

Press **⌘-Shift-Return**.

The insertion point moves to the top of the next column to the right.

3 Continue to type in each column and insert column breaks until you reach the last column on the right side of the page.

Typing in Extended Columns

You can type in extended columns exactly as you would in parallel columns. However, when you reach the bottom of the page in any column, text continues across the page break without moving the entire row to the new page.

Extended columns are useful for documents such as scripts and for tables or charts that are too large to fit on a single page.

Joining Adjacent Columns

To join the text of adjacent parallel or extended columns,

1 Place the insertion point at the beginning of a column.

2 Press **Delete** (**Backspace** on some keyboards).

The column break is deleted, and the text in every column of the set moves one column to the left.

Creating Column Borders

You can turn on a border before you begin typing, or you can add the border after you have finished typing in columns.

1 Place the insertion point in the set of columns you want the border to surround.

or

If you want to limit the border to one or more rows, select any amount of text in the row(s).

2 Choose **Borders** from the **Layout** menu, then choose **Column**.

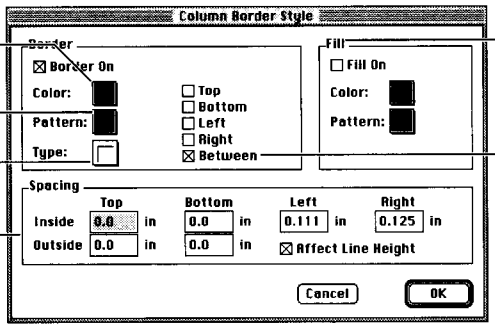
3 Select options, or change any settings in the dialog box to create the border, then click **OK**.

Choose a border color from the Color pop-up palette.

Choose a border pattern from the Pattern pop-up palette.

Choose a border style from the Type pop-up palette.

Change the amount of space between the text and the border using these Spacing text boxes.



Choose a fill pattern or color from these pop-up palettes.

If you want a border between columns, select the Between checkbox.

Turning Off Columns

1 Place the insertion point at the end of the last line of text you want in columns.

2 Choose **Column Break** from the **Insert** menu.

or

Press **⌘-Shift-Return**.

Repeat step 2 until the insertion point is beneath the last row of text in the first column.

3 Choose **No Columns** from the **Column** pop-up menu on the **Layout** bar.

Adding Borders, Lines, and Shading

You can use the Borders dialog boxes to create borders around characters, paragraphs, tables, pages, and columns. You can also fill the area inside the borders to create shading.

For information about creating a border or frame around a graphic, see *Graphics Basics* in *Chapter 10: Working with Graphics.*

This section includes:

- Border Concepts
- Creating Borders

Border Concepts

Lines

You can create lines by creating a border, then turning off the lines you don't want to appear. For example, if you create a paragraph border, then select only Top, a line will appear above that paragraph. The Paragraph Borders and the Column Borders dialog boxes have an option to create lines between paragraphs and columns.

Character Borders

You can add a border to any amount of selected text, or you can define a character border before you begin typing so that any text you type is surrounded by the border.

Paragraph Borders

You can create a border around the paragraph where the insertion point is currently located and any subsequent text, or you can limit a border to one or more paragraphs by selecting any text in the paragraph(s) you want the border to surround.

Select the Between checkbox in the Paragraph Border Style dialog box to create lines between each paragraph.

Table Borders

Using the Table bar, you can create a border around an entire table or around selected cells within a table. See *Using Tables* in *Chapter 5: Creating Documents* for information about table borders.

Page Borders

You can create a border around the page where the insertion point is currently located and any subsequent pages, or you can limit a border to one or more pages by selecting any text on the pages you want the border to surround.

If you want to limit the border to specific pages, insert a hard page break before and after those pages. The border will be contained inside the hard page breaks.

Column Borders

You can create a border around the set of columns where the insertion point is located and any subsequent columns, around a single set of columns, or around a single row in a set of columns.

Select the **Between** checkbox in the **Column Border Style** dialog box to create lines between each column.

Creating Borders

1 Position the insertion point at the character, paragraph, page, or column around which you want to create a border.

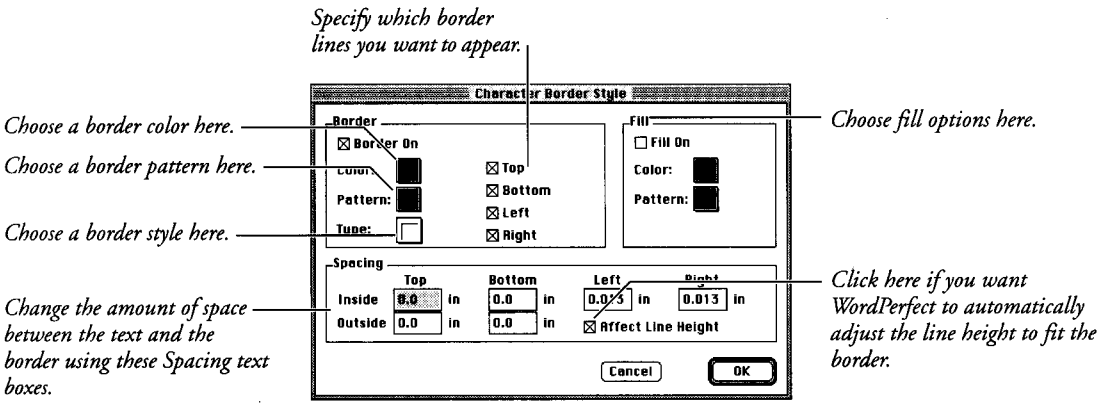
or

Select the text of the character, paragraph, page, or columns around which you want to create a border.

2 Choose **Borders** from the **Layout** menu, then choose **Character**, **Paragraph**, **Page**, or **Column**.

The Borders dialog box you indicated appears.

3 Select any options you want from the dialog box.



The dialog box options will vary according to the type of border you are creating.

4 Click **OK**.

The border settings remain in effect for the selected text or the current document only.

Using Formatting Codes

As you create a document in WordPerfect, the windows show, as closely as possible, how your document will look on the printed page. There are no codes or special symbols to clutter your document.

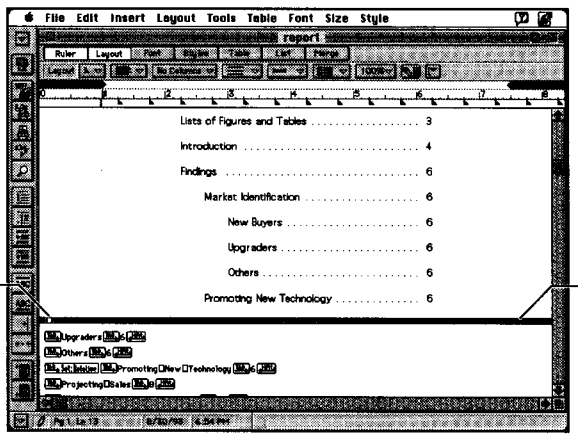
However, sometimes it is helpful to see the hidden codes WordPerfect uses to format your document. You can use codes to format your document and to find and correct mistakes.

This section includes:

- Opening and Closing the Codes Window
- Showing and Hiding Paragraph Marks
- Moving through Codes
- Finding and Deleting Codes

Opening and Closing the Codes Window

1 Choose **Show Codes** from the **Edit** menu.



Click here to close the Codes window.

Drag this horizontal bar up or down to adjust the size of the Codes window.

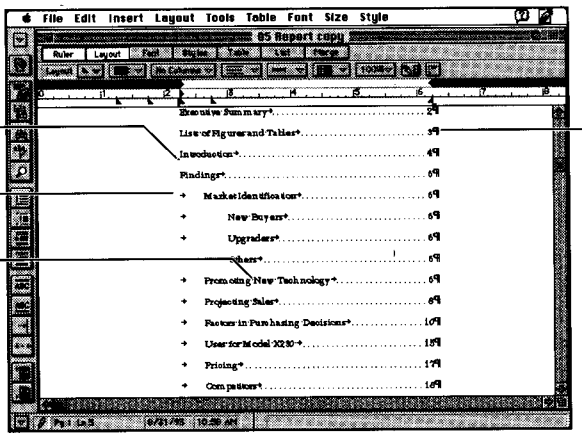
2 When you want to close the Codes window, choose **Hide Codes** from the **Edit** menu.

HINT: If you want to find out what format or function a code represents, choose **Find Code** from the **Edit** menu and scroll through the alphabetical list of codes.

Showing and Hiding Paragraph Marks

In addition to displaying the Codes window, you can display common codes in your Document window, including tabs, hard returns, and spaces.

1 Choose **Show ¶** from the **Edit** menu.



2 When you want to hide the paragraph marks, choose **Hide ¶** from the **Edit** menu.

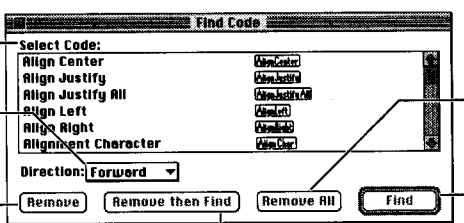
Moving through Codes

You can move through the Codes window just like you move through the Document window. When you use the mouse and arrow keys to position the insertion point in your document, the vertical bar moves to the corresponding location in the Codes window. You can also use the mouse to point directly to areas in the Codes window.

Finding and Deleting Codes

1 Place the insertion point where you want the search to begin.

2 Choose **Find Code** from the **Edit** menu.



3 If you want to search from the insertion point to the beginning of the document, select **Backward** in the **Direction** pop-up list.

4 Select a code from the list box.

5 Click **Find** (or **Remove All** if you want to remove every occurrence of the code without stopping at each one).

6 Click **Remove** or **Remove then Find**.

If you click Remove then Find, WordPerfect removes the code, then finds the next occurrence of the code.

Chapter 8: Saving and Managing Documents

237 *Filing*

238 *Saving Documents*

242 *Backing Up Documents*

245 *Closing Documents*

246 *Cycling Document Windows*

248 *Deleting Documents or Folders*

248 *Copying, Moving, or Renaming Documents or Folders*

250 *Creating New Folders*

251 *Getting Information About Documents or Folders*

253 *Finding Documents or Folders*

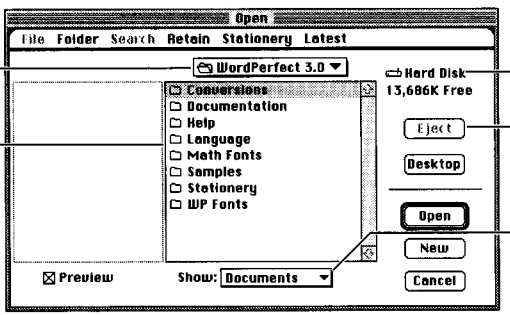
254 *Adding Password Protection*

Filing

To perform filing tasks such as opening folders and documents, changing disks, and saving documents, you need to know how to use directory dialog boxes.

A directory dialog box displays a list of files and folders on the current disk or in a folder.

The Open dialog box is a typical directory dialog box.



Using Directory Dialog Boxes

When you open a directory dialog box, the directory pop-up shows the last-used active folder or disk, and the list box shows the contents of that folder or disk.

HINT: You can set WordPerfect to show a specific folder each time you open a directory dialog box by setting a default folder in Preferences. See *Setting Up Default Folders* in *Chapter 15: Customizing WordPerfect.*

To use a directory dialog box,

1 Click **Desktop** to display the names of other disks (and items on the desktop).

If you do not have System 7.0 or higher, the directory dialog boxes have a Drive button instead of a Desktop button; click **Drive.**

The list box shows the items contained on the desktop or active drive. If the entire list does not fit in the list box, you can use the scroll arrows to scroll through the list.

2 Double-click each folder you want to open to continue through the hierarchy of folders.

or

If you want to open a folder or document that is at a higher level of the hierarchy, choose a higher level from the Directory pop-up menu.

3 Continue using the Directory pop-up menu and list box until you locate the folder or file you want.

HINT: The Show pop-up menu allows you to limit the files and folders that appear in the list box to specific types of files. If you want to see all types of files, choose **All** from the **Show** pop-up menu.

4 If you are opening a document, select the document name in the list box, then click **Open**.

or

If you are saving a document, make sure you have opened the folder in which you want to save the document, type a name in the **Save Document As** text box, then click **Save**.

Saving Documents

Use the Save command to save your document to a folder or disk.

The first time you save a document, a dialog box appears so you can name the document and choose the folder or disk in which you want to save it. Each subsequent time you save the document, the active copy replaces the copy on disk.

Use the Save As command to save a copy of the active document without replacing the original document on disk.

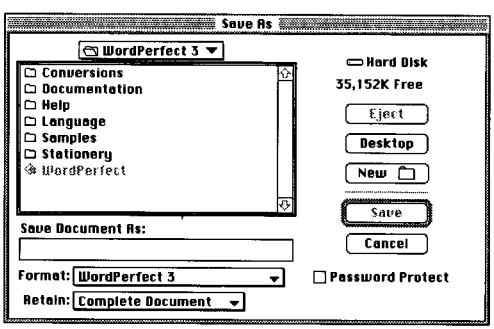
You should save your documents often as you work. If a power failure, system error, or some other problem occurs while you are working on a document, information can be lost. Saving the active document frequently helps to protect your information from accidental loss.

HINT: WordPerfect has several convenient backup options to protect your documents. See *Backing Up Documents* later in this chapter.

Saving Documents

1 Choose **Save As** from the **File** menu.

The first time you save a document, the Save As dialog box appears so you can name the document and choose the location where you want to save it. You can also use the Save As dialog box to save a copy of the active document with a different name or in a different location.



2 Type a name in the **Save Document As** text box.

The name can include any characters except a colon (:). If you are using WordPerfect on an A/UX system, the filename is limited to 14 characters and spaces, and you cannot use the slash (/) character.

3 If needed, use the directory pop-up menu or the list box to locate and open the disk and folder where you want to save the document.

If you do not know how to use a directory dialog box, see *Filing* at the beginning of this chapter.

4 If you want to save the document in a format other than WordPerfect format, choose a format from the **Format** menu.

If you plan to do this:	**Use this format:**
Use the document primarily in WordPerfect 3.1 for Macintosh	WordPerfect 3 or WordPerfect 3 Compressed.
Save the document as stationery (a template for other documents)	WordPerfect 3 Stationery.
Use the document in another program	WordPerfect 3 until you are ready to transfer the document to the other program, then save it in the appropriate format.

For additional information about the available formats, see *Document Formats* later in this section.

If desired, you can use the Retain pop-up menu to save only the part of the document you want. You can choose to save the entire document, text and attributes only, graphics only, and so forth.

5 If you wish to save your document with a password, select the **Password Protect** checkbox.

6 Click **Save**.

If you selected the Password Protect option, the Password dialog box appears. Type the password for your document, then click **OK**. Retype the password (to guard against spelling errors), then click **OK**. For more information about using passwords in WordPerfect, see *Adding Password Protection* later in this chapter.

The document is saved on the active disk. A copy remains open, so you can continue to work with it.

Each additional time you choose Save from the File menu, the active document (with any changes you have made) replaces the document on disk.

Saving a Copy of the Active Document (Save As)

Use the Save As command to save a copy of the active document with a different name or in a different location or format. Follow the same steps as in *Saving Documents* earlier in this section, except choose **Save As** instead of **Save** in step 1. Give the copy a new filename, or save it in a different location.

When you use the Save As command, the original document is preserved without the changes, and the active copy of the document will include all the changes you make to it.

If you have made any changes in the current document and want them to be saved both in the current document and a copy of the document, choose **Save** from the File menu before you choose **Save As**.

Document Formats

You can save documents in several formats. The Format pop-up menu contains choices that may vary depending on the conversions you have installed in the WordPerfect: Conversions folder. You can save documents in the following formats:

Stationery • You can use a Stationery file as a base for other documents in WordPerfect 3.1. When you open a stationery file, an untitled copy of the document opens. When you add text or graphics and then choose Save, the Save As dialog box appears, so you can choose a name, folder, and disk for the document. The original stationery file remains unchanged.

RTF Export • Rich Text Format (RTF) is recognized by many Macintosh applications. Save your document in RTF if you want to use it in a program that does not recognize WordPerfect 3.1 format but does recognize RTF.

Text Export • Use the Text Export format when you want to save text without any formatting. Documents saved as text can be opened in most other applications and transferred to many operating systems.

User Dictionary • Use the User Dictionary format when you want to save a list of words as a supplement to the WordPerfect Dictionary. See *Checking Spelling* in *Chapter 12: Using Language Tools* for more information about creating user dictionaries.

WordPerfect 3 Compressed • Use WordPerfect 3 Compressed format when you want to save a document while conserving the most disk space possible.

WordPerfect 5.0, 5.1, 6.0 • Use WordPerfect 5.0, 5.1, or 6.0 formats when you are preparing to transfer a document to other WordPerfect platforms (such as DOS, Windows, UNIX, VAX, NeXT, or DG).

XTND • The XTND Export is provided for use with conversions from other software companies.

If you used the Standard Installation to install WordPerfect (or if you installed the conversions during a custom installation), the conversions are in place. If you did not use the Standard Installation, you can install the conversions separately. See the *Installation Read Me* file in the WordPerfect: Documentation folder for instructions.

Transferring Documents to Another Platform

1 Save the document in the appropriate format.

For example, if you want to transfer a WordPerfect Macintosh document to WordPerfect 6.0 for Windows, choose the WP 6.0 Export format when you save the document.

2 Transfer the document from the Macintosh to the other platform via disk.

or

Place the file on a network drive that is accessible to both platforms.

or

Transfer the file via modem using the appropriate modem software.

HINT: If you have an electronic mail program such as GroupWise, you can also transfer documents across platforms using e-mail.

Instructions for transferring files vary according to the method you use and the platform involved. You may need to consult the manuals associated with your network, modem, or transfer software.

Transferring Documents on Disk • If you use System 7 Pro or later with a Macintosh SuperDrive (a drive that reads both Macintosh and DOS-formatted disks), Macintosh PC Exchange allows you to save or copy files directly to DOS disks.

If you don't have Macintosh PC Exchange, you can use Apple File Exchange (an application provided by Apple Computer) to transfer files on disks.

To use Apple File Exchange with WordPerfect,

1 Double-click the **Apple File Exchange** application icon.

2 Insert a DOS-formatted disk in a Macintosh drive that will read a non-Macintosh disk.

Some Macintosh computers are not equipped to read non-Macintosh disks. If your Macintosh will not accept a non-Macintosh disk, see your Apple dealer for information about hardware that will allow you to transfer disks.

3 Deselect any options that are selected in the **Mac to MS-DOS** menu.

4 Select the document you want to convert in the list box on the left, then click **Translate**.

A translated copy of the file appears in the right list box and is stored on the disk.

5 Choose **Quit** from the **File** menu to quit Apple File Exchange.

The disk is ejected.

6 Insert the disk in a drive on the desired computer, open the appropriate version of WordPerfect, then open (or retrieve) and save the document.

HINT: For information about other methods of transferring files on disks, see your Apple dealer.

Tips for Converting Documents

Because of differences between the Macintosh operating system and other operating systems, documents may appear differently on other platforms than on the Macintosh.

For best results in converting documents to other platforms, we recommend the following:

- Use LaserWriter fonts such as Times or Helvetica.
- Use font attributes such as bold rather than font types such as Helvetica Bold.
- Avoid setting tabs at the extreme right side of the page.
- Avoid using the following features: borders, landscape orientation, kerning, bar tabs, and watermarks.
- When possible, create headers or footers at the top of the page where you want them to appear. Because text may wrap differently after converting, you may want to place a hard page break before the header or footer.

The WordPerfect application contains several internal character maps to assist in converting symbols and other special characters. If you experience problems converting such characters, additional character maps may be available from WordPerfect Customer Support. See *Getting Help* in *Chapter 1: Getting Started* for information about contacting Customer Support.

For more detailed information about the formatting that does and does not convert, open the *Conversions Read Me* document in the WordPerfect: Documentation folder.

More Information About Saving

Disk Full Message

If there isn't enough space left on the active disk to save the document, an alert box tells you the disk is full. You can either use another disk that isn't full or delete some other documents to make room for the active document. See *Deleting Documents or Folders* later in this chapter for more information.

Retain

You can use the Retain pop-up menu (in the Save As dialog box) to choose which part of the document you want to save. You can save the entire document, text and attributes only, graphics only, and so forth.

Backing Up Documents

When you back up your documents, you create additional copies for use in case the originals become damaged. Because electronic data can be damaged by power failures, magnetic fields, system errors, dust, direct sunlight, or static electricity, it is important to back up your documents. Backing up your documents helps protect them against accidental loss.

You can use several methods of backing up, including manual backup, Automatic Backup, and Original File Backup. We recommend that you:

- Back up all important documents manually by saving your work frequently. Save extra copies of your work on an alternate disk. For information about saving your documents, see *Saving Documents* earlier in this chapter.
- Use Automatic Backup whenever you use WordPerfect.
- Use Original File Backup when you are concerned about inadvertently saving changes you don't want.

This section includes:

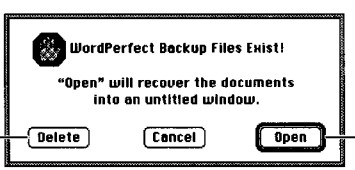
- Using Automatic Backup
- Using Original File Backup

Using Automatic Backup

WordPerfect's Automatic Backup feature makes a backup copy of the active document every 15 minutes (or as often as you specify). If you have several documents open at the same time, WordPerfect creates a backup file for every document that is active long enough for a backup copy to be created.

Automatic Backup is a safety feature—it is not a substitute for saving your documents.

When you quit WordPerfect properly, the backup copies are deleted. But if a power failure or some other problem causes you to restart your computer while WordPerfect is running (or if you turn off your computer without quitting WordPerfect), the backup files are saved in the System Folder: Preferences: WordPerfect folder. The next time you start WordPerfect, the following alert box appears:



Click Delete to delete the backup files.

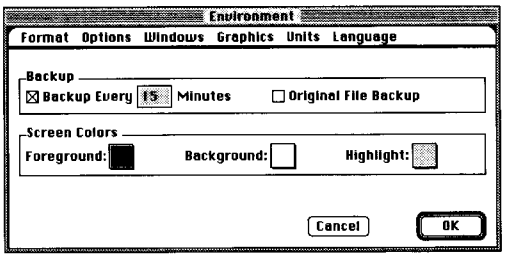
Click Open to open the backup files.

If you click Open, the backup files are opened into untitled windows and are deleted from the System folder. You can save and name each document separately. You may find that you had saved a document after WordPerfect created the backup. If this is the case, close the untitled window without saving changes.

Changing Automatic Backup Settings

You can change the number of minutes between automatic backups or disable Automatic Backup altogether by using the Environment dialog box.

1 Choose **Preferences** from the **Edit** menu, then click **Environment** in the **Preferences** window.



2 If you want to change the number of minutes between backups, type a new number in the text box.

or

If you want to turn off Automatic Backup, deselect the **Backup Every ... Minutes** checkbox.

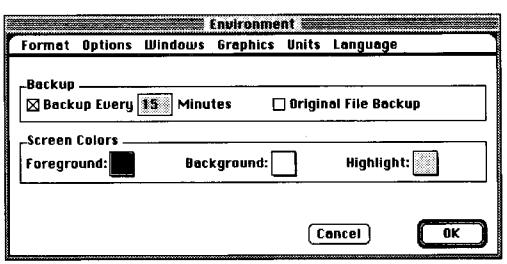
Using Original File Backup

When Original File Backup is turned on, WordPerfect saves two copies of a document when you choose Save. The active document (with any changes you have made) is saved with its original name, and a copy of the document on disk (without the most recent changes)—that would have been replaced in normal save—is saved with the word "Backup" added to its name.

Because this method of backup uses up disk space and creates extra documents, we recommend that you use Original File Backup only when you are concerned about inadvertently saving changes you don't want.

To turn on Original File Backup,

1 Choose **Preferences** from the **Edit** menu, then click **Environment** in the **Preferences** window.



2 Select the **Original File Backup** checkbox, then click **OK**.

Each time you save a document, the previous version of the document (without the most recent changes) is saved with the word "Backup" added to its name. These backup files remain even after you quit WordPerfect.

Closing Documents

Use the Close command to close the active document.

1 Choose **Close** from the **File** menu.

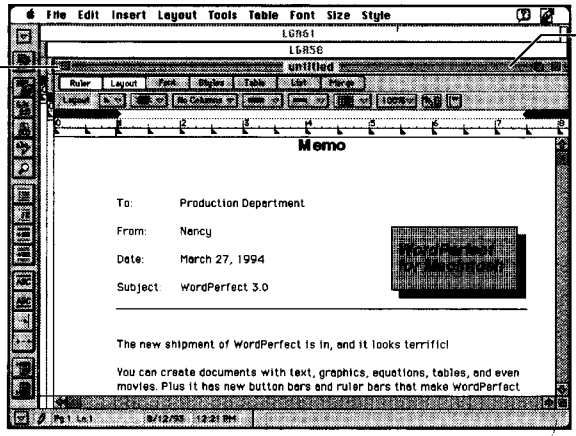
or

Click the close box in the upper left corner of the Document window.

or

Press ⌘-W.

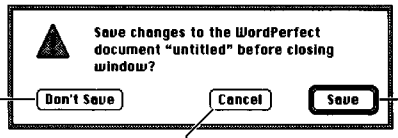
Click the close box to close the active document.



The Close command on the File menu closes only the active document.

If you did not save the most recent changes to the document, the following alert box appears:

Click Don't Save to close the document without saving changes.



Click Save to save changes and close the document.

Click Cancel if you do not want to close the document.

If you click Save and the document has not been saved before, the Save As dialog box appears, so you can name and save the document. For information about saving a document, see *Saving Documents* earlier in this chapter.

HINT: You don't need to close a document before you open another document. WordPerfect lets you have as many documents open at the same time as the memory of your computer allows.

Cycling Document Windows

If you have more than one document open, you can use the Cycle Windows pop-up menu to display an open document window or to arrange the open document windows in a tile formation (side-by-side) or a cascade (overlapping) formation.

This section includes:

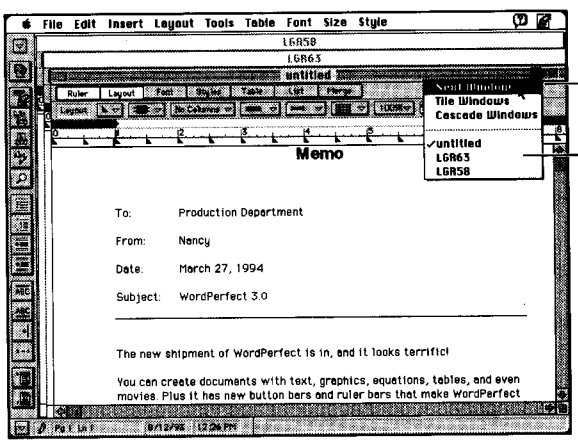
- Displaying an Open Document
- Tiling Open Document Windows
- Cascading Open Document Windows

Displaying an Open Document

1 Choose **Next Window** from the pop-up menu on the title bar of the Document window.

or

Choose the name of the open document from the pop-up menu.



Choose Next Window to activate the next window.

You can also choose the open document you want to display.

The next window or the document you selected moves to the front.

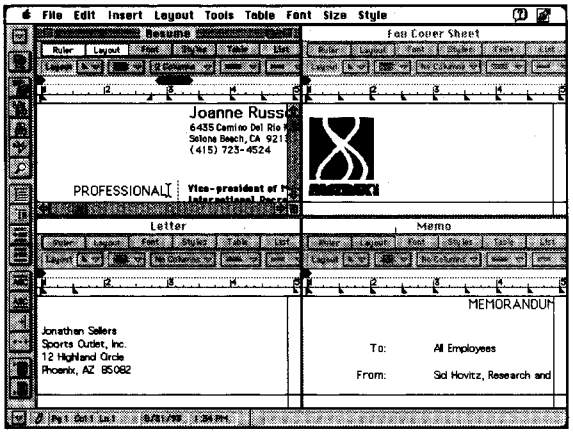
HINT: You can also click any part of a visible window to activate that documen and bring it to the front.

Tiling Open Document Windows

To arrange the open document windows as *tiles* (side-by-side),

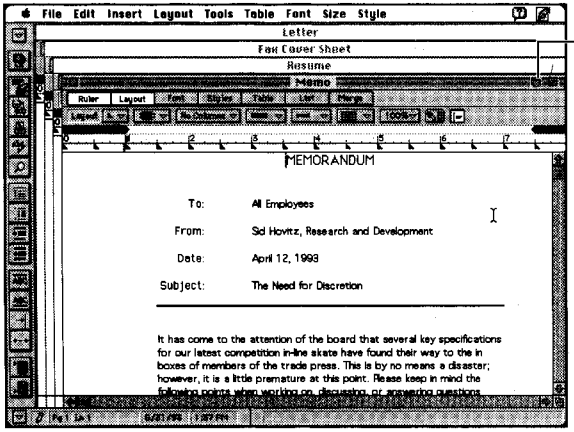
1 Choose **Tile Windows** from the pop-up menu.

WordPerfect resizes the document windows and arranges them side-by-side on the screen.



Cascading Open Document Windows

When you have more than one document open at a time, WordPerfect normally arranges them in a cascade.



Choose an option from the Cycle Windows pop-up menu to change the arrangement of document windows.

If you have chosen to tile the document windows and want to cascade them again,

1 Choose **Cascade Windows** from the pop-up menu.

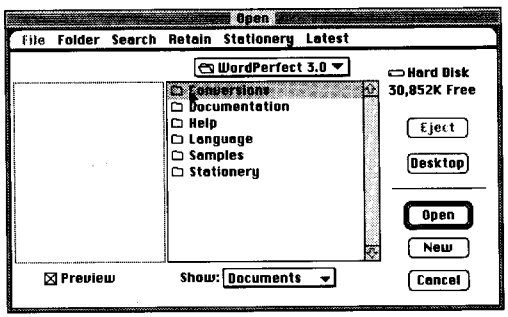
The document windows return to a cascading arrangement.

Deleting Documents or Folders

Outside of WordPerfect, you can delete a document or folder from the desktop by dragging it to the Trash, then choosing **Empty Trash** from the **Special** menu.

When WordPerfect is open, you can delete documents and folders from the Open dialog box.

1 Choose **Open** from the **File** menu.



2 Select the document or folder you want to delete.

If needed, use the Directory pop-up menu, the list box, or the Show pop-up menu to locate the document or folder you want to delete. For more information about using directory dialog boxes, see *Filing* at the beginning of this chapter.

3 Choose **Delete** from the **File** or **Folder** menu in the dialog box.

From within WordPerfect, you can only delete a folder if it is empty. To find out if a folder is empty, double-click the folder in the list box, then choose **All** from the **Show** pop-up menu. If the list box shows that the folder is not empty, you must either move or delete its files before deleting the folder. See *Copying, Moving, or Renaming Documents or Folders* below for information about moving files.

4 To close the dialog box, click **Cancel**.

Cancel only closes the dialog box; it does not cancel the deletion.

Copying, Moving, or Renaming Documents or Folders

This section includes:

- Copying Documents or Folders
- Moving Documents or Folders
- Renaming Documents or Folders

Copying Documents or Folders

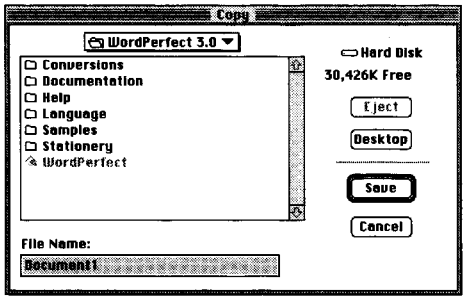
Copying Documents

1 Choose **Open** from the **File** menu.

2 Select the document you want to copy from the list box.

If the document you want to copy does not appear in the list box, use the Directory pop-up menu, the list box, or the Show pop-up menu to locate the document you want. For more information about using directory dialog boxes, see *Filing* at the beginning of this chapter.

3 Choose **Copy** from the **File** menu in the dialog box.



4 Type a name for the new document in the **File Name** text box.

5 Using the Directory pop-up menu or list box, open the folder or disk where you want to save the new copy of the document.

6 Click **Save**.

Copying Folders

To copy a folder in WordPerfect, create a new folder, then copy each of the files into the new folder. See *Creating New Folders* later in this section and *Copying Documents* above.

To copy a folder outside of WordPerfect, hold down **Option** while you drag the folder you want to copy to a different window on the desktop.

Moving Documents or Folders

To move a document to a different folder or disk, copy the document to a new location, then delete the original document. See *Copying Documents* above and *Deleting Documents or Folders* earlier in this section.

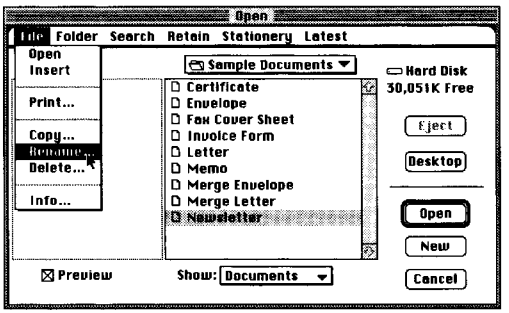
To move a folder, create a folder in a new location, copy the documents from the original folder to the new folder, then delete the original documents and folder.

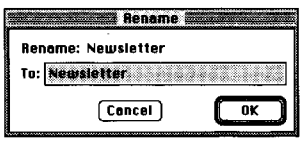
To move a document or folder outside of WordPerfect, drag the document or folder icon to a new location on the desktop.

Renaming Documents or Folders

1 Choose **Open** from the **File** menu.

2 Choose **Rename** from the **File** or **Folder** menu in the dialog box.





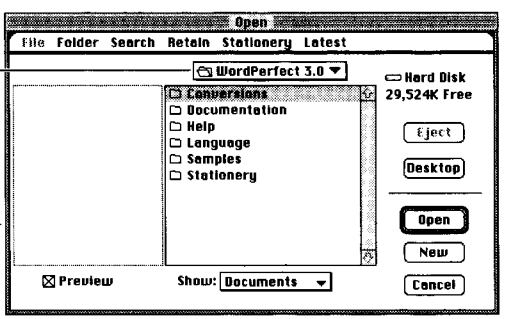
3 Type a new name in the **Rename To** text box, then click **OK**.

Creating New Folders

To create a new folder when WordPerfect is open,

1 Choose **Open** from the **File** menu.

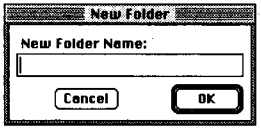
The Directory pop-up menu shows the open folder or disk.



2 If you want to create a new folder in a location other than the open folder or disk, use the Directory pop-up menu or list box to open the folder or disk you want.

For more information about using directory dialog boxes, see *Filing* at the beginning of this chapter.

3 Choose **New** from the **Folder** menu in the dialog box.



4 Type a name for the new folder in the **New Folder Name** text box.

5 Click **OK**.

WordPerfect creates a new folder, and the Open dialog box remains open. The new folder appears in the list box. Because the list box is arranged alphabetically, you may need to scroll through the list box to see the new folder.

To close the dialog box, click **Cancel**.

Getting Information About Documents or Folders

WordPerfect provides several ways of getting information about documents and folders.

To find this information:	Use this command:
Date created (document or folder)	Info
Date last modified (document or folder)	Info
Size (document)	Info
Program version used to save (document)	Info
Creator designation and file type (document)	Info
Number of files and folders (folder)	Info
Number of characters and words	Word Count
Number of lines and sentences	Word Count
Number of paragraphs and pages	Word Count
Average word length	Word Count
Average and maximum words per sentence	Word Count

Using the Info Command

Use the Info command to find the following types of information:

- Date a document or folder was created
- Date a document or folder was last modified
- Size of a document
- Program version used to save a document
- Creator designation or file type of a document
- Number of files and folders in a folder

1. Choose **Open** from the **File** menu.
2. In the list box, select the document or folder you want to get information about.

If the document or folder you want does not appear in the list box, use the Directory pop-up menu, list box, and Show pop-up menu to locate the document or folder. For more information about using directory dialog boxes, see *Filing* at the beginning of this chapter.

3. Choose **Info** from the **File** or **Folder** menu in the dialog box.

A dialog box appears, showing information about the selected document or folder.

Using Word Count

The Word Count command displays the following information about the active document:

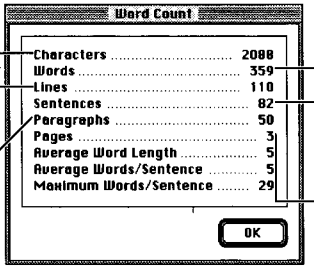
- Number of characters and words
- Number of lines and sentences
- Number of paragraphs and pages
- Average word length
- Average and maximum number of words per sentence

1. Make sure the document you want to get information about is the active document.
2. Choose **Word Count** from the **Tools** menu.

Spaces, tabs, and returns are counted as characters.

Blank lines are counted as lines.

A paragraph is anything that ends with a hard return (or paragraph mark), hard page break, or hard column break.



A word is any group of characters set off by a tab, indent, space, or punctuation on either side.

A sentence is any group of words followed by a period, question mark, or exclamation point.

A page can end with a soft page break or a hard page break.

The dialog box shows the status of the document as it is on the screen, not as it was last saved on disk.

Finding Documents or Folders

Finding Documents or Folders by Name

Use Apple's Find command, outside of WordPerfect, when you want to find a document or folder by its name.

1 At the desktop (outside of WordPerfect), choose **Find** from the **File** menu.

2 Type the name of the file or folder you want to find, then click **Find**.

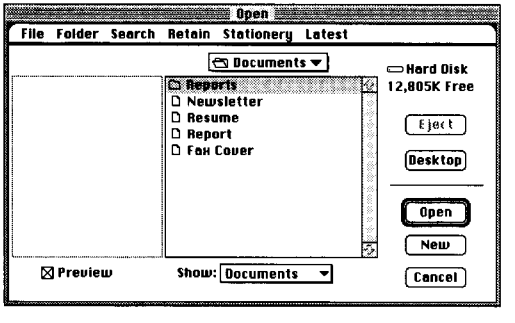
The Finder stops at the first file or folder with a name that contains the text you typed.

3 To continue searching, choose **Find Again** from the **File** menu.

Finding Documents by Contents

Use WordPerfect's Word Search feature to find a document that contains a specific word or phrase.

1 Choose **Open** from the **File** menu.



2 Open the folder you want to search.

The folder name should appear on the Directory pop-up menu. If the folder appears in the list box, double-click it to open it. If needed, use the pop-up menu to choose a higher level from the hierarchy.

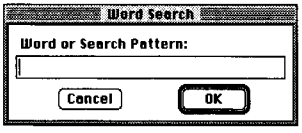
3 Choose **All Documents** from the **Search** menu in the dialog box.

or

Select the file in the folder you want to search, then choose **Selected Document** from the **Search** menu in the dialog box.

WordPerfect searches the documents in the list box for that word or phrase but does not search inside any folders in the list box.

If you choose Selected Document rather than All Documents, WordPerfect will search only the selected document in the list box.



4 Type the word or phrase you want to search for.

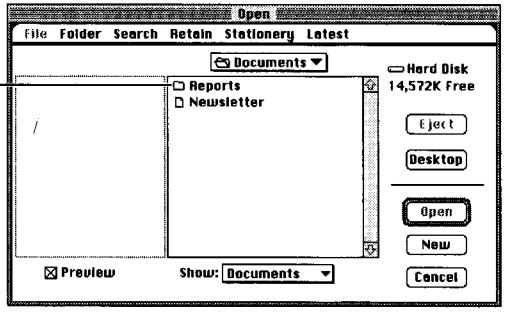
The word or phrase must match character for character, including spaces (although uppercase and lowercase characters do not need to match).

When the search is complete, an alert box tells you if a match was found.

5 Click **OK**.

If you chose to search all documents in the folder, the Open dialog displays the names of the files that contain the search word or phrase.

Folders also appear in the list box.



If you want to redisplay the other document names in the list box, choose **Documents** or **All** from the **Show** pop-up menu.

HINT: For information about finding text within an open document, see *Searching for Text* in *Chapter 6: Editing Documents.*

Adding Password Protection

When you assign a password to a document, no one can open or print the document without entering the password.

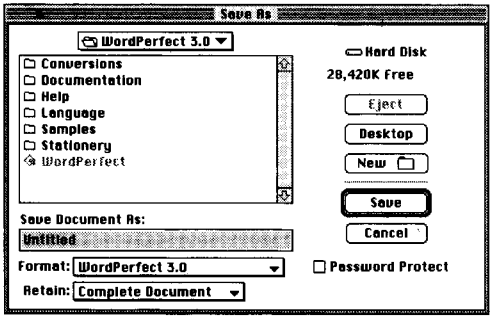
Because you cannot open a password-protected document without the password, it important that you choose a password that will be easy for you to remember.

This section includes:

- Assigning Passwords to Documents
- Opening Password-Protected Documents
- Removing Passwords from Documents

Assigning Passwords to Documents

1 Choose Save As from the File menu.



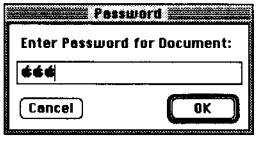
2 Select the **Password Protect** checkbox.

If you are saving the document for the first time, you will need to type a name for the document in the text box. You can also use the directory pop-up and the list box to save the document in a different folder or disk. For more information about use directory dialog boxes, see *Filing* at the beginning of this chapter.

3 Click Save.

4 Type a password in the text box.

As you type, apples (•••) appear in place of characters and spaces. The password can contain as many as 59 characters or spaces, including any numbers and symbols that are on the keyboard. WordPerfect is not sensitive to the case of letters in the password.



5 Click OK.

You are asked to enter the password twice to guard against typing errors.

6 Type the password a second time, then click OK.

HINT: If you want to password-protect all new documents, choose **Preferences** from the **Edit** menu, then click the **Environment** icon. Choose **Password Protect** from the **Options** menu in the Environment dialog, then click **OK**.

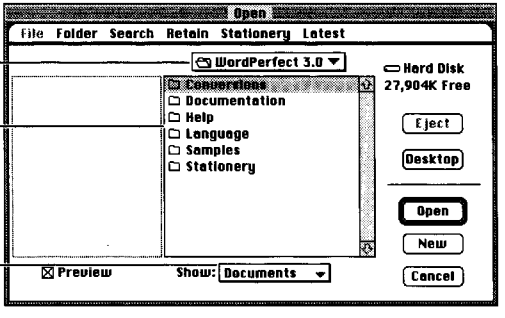
Opening Password-Protected Documents

Pop-up menu shows the folder or disk that is currently open.

List box displays the names of all the files and folders in the open folder or disk.

The Show pop-up menu indicates the type of files that are displayed in the list box.

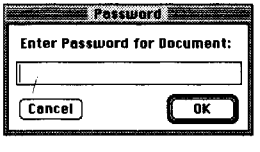
1 Choose **Open** from the **File** menu.



2 Select the name of the document you want to open, then click **Open**.

If you need help using the directory dialog box to select a document, see *Filing* at the beginning of this chapter.

When you try to open a password-protected document, the following dialog box appears.



3 Type the password, then click **OK**.

If you enter the wrong password, you will be given another chance to type the correct password.

Removing Passwords from Documents

1 Open the document.

You will need to type the password and click **OK** to open the document.

2 Choose **Save As** from the **File** menu.

3 Make sure that the **Password Protect** checkbox is not selected, then click **Save**.

A dialog box will prompt you to replace the existing file or cancel the change.

4 Click **Replace**.

Because you did not change the folder or disk and did not change the name of the document, WordPerfect replaces the password-protected version of the document with a copy that does not have a password.

Chapter 9: Printing Documents

259 *Choosing a Printer*

260 *Choosing Page Setup Options*

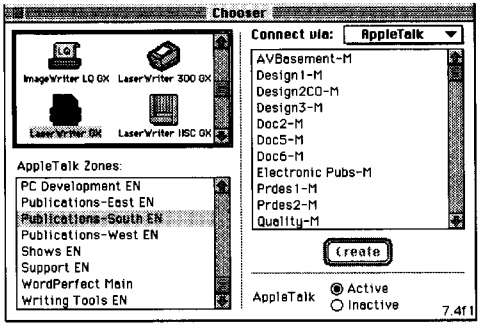
265 *Printing Documents*

Choosing a Printer

Before you can print a document, you need to choose a printer. (For instructions on installing a printer and connecting it to your Macintosh, see your printer manual or your Macintosh owner's manuals.)

If you use a system version prior to 7.5, use the Chooser to choose a printer. If you use System 7.5 or later, use the Chooser to create a desktop printer, then use the Print dialog box to choose the desktop printer you want to use.

1 Select **Chooser** from the ⌘ menu, then click a printer icon in the upper left corner of the dialog box.



The dialog box varies slightly according the system version you have installed on your Macintosh.

The available printers appear in the Printer list box on the right side of the dialog box.

PROBLEM? If you don't see a printer icon or any available printers in the dialog box, please refer to your Macintosh manual for information on setting up a printer or contact your network administrator if your Macintosh is on a network.

2 Select the printer you want to use in the Printer list box, then click the close box to close the Chooser.

or

If you have QuickDraw GX printing (available with System 7.5 or later), click **Create** to create a desktop printer. Refer to your Macintosh manual or contact your system administrator for more information about desktop printers.

HINT: If you have QuickDraw GX printing and have created a desktop printer, use the Print dialog box to choose the printer when you print a document. For more information, see *Printing Documents* later in this chapter.

The printer you select remains in effect until you change it. You do not need to select the printer each time you print a document.

Choosing Page Setup Options

Use the Page Setup dialog box to change the paper size, page orientation, size of the printable area, and many other options for the current document.

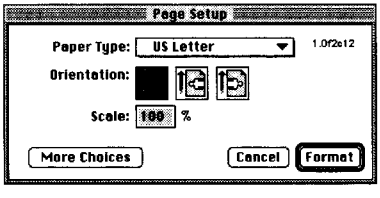
If you use System 7.5 or later with QuickDraw GX printing, you can also use the Custom Page Setup dialog box to choose options for specific pages of a document. For example, you can choose a portrait orientation for the first page of the document, landscape orientation for the second page, and portrait for the third page.

This section includes:

- Choosing Page Setup Options for a Document
- Choosing Page Setup Options for a Single Page
- Page Setup Options

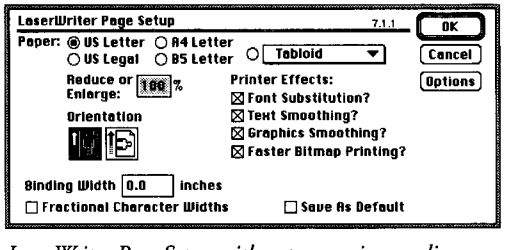
Choosing Page Setup Options for a Document

1 Choose **Page Setup** from the **File** menu.



LaserWriter Page Setup using System 7.5

The Page Setup dialog box varies according to the system version and the printer you use.



LaserWriter Page Setup with system versions earlier than 7.5

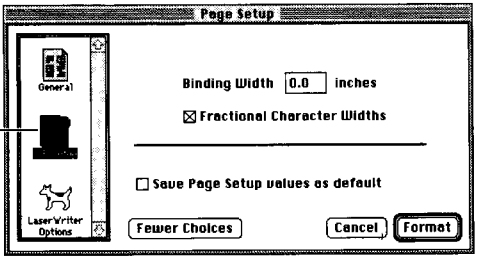
2 Select the options you want in the **Page Setup** dialog box.

For an explanation of the most common Page Setup options, see *Page Setup Options* later in this section.

3 If you have QuickDraw GX printing (available with System 7.5 or later), you can click **More Choices** to display additional options. Choose a printer type

from the **Format for** pop-up menu, then click the appropriate icon in the scroll box and choose the options you want to use.

Click to display WP Setup options.



4 Click **OK**.

or

If you are using QuickDraw GX printing, click **Format**.

The Page Setup options you choose remain in effect for the current document only.

HINT: If you click Cancel, all of the Page Setup options you have chosen since bringing up the Page Setup dialog will be cancelled.

Choosing Page Setup Options for a Single Page

If you have QuickDraw GX printing (System 7.5 or later), you can choose page setup options for individual pages of a document.

To choose a page setup for a single page,

1 Make sure the insertion point is on the page you want to format.

2 Choose **Custom Page Setup** from the **File** menu.

3 Select the options you want in the Custom Page Setup dialog box.

4 Click **Format** to save the changes you have made.

HINT: To remove a setting for a particular page, follow the steps above, clicking **Remove** instead of **Format** in step 4.

Page Setup Options

The options in the Page Setup and Custom Page Setup dialog boxes vary depending on the system version and the printer you use. This section describes some of the common options.

Paper Type

Paper Type	Dimensions
US Letter	8 1/2″ by 11″
US Legal	8 1/2″ by 14″
A4 Letter	8 1/4″ by 11 2/3″
B5 Letter	7 1/4″ by 10 1/4″
A3 Tabloid	11 7/10″ by 16 1/2″
Business Envelope (#10)	4 1/8″ by 9 1/2″

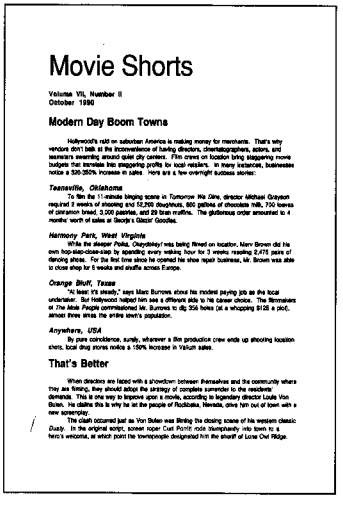
Reduce or Enlarge (Scale)

You can reduce or enlarge the text and graphics of your document by a percentage of the original document on screen. Type a percentage in the text box.

Page Orientation

You can select Portrait (text prints across the width of the page) or Landscape (text prints across the length of the page). The orientation selected affects the entire document, unless you have QuickDraw GX printing and use Custom Page Setup to change the orientation for specific pages.

QuickDraw GX printing also lets you choose which edge feeds into the printer with Landscape orientation.



Movie Shorts

Volume VII, Number II
October 1990

Modern Day Boom Towns

Hollywood's raid on suburban America is making money for merchants. That's why vendors don't balk at the inconvenience of having directors, cinematographers, actors, and scenarists swarming around quiet city centers. Film crews on location bring staggering movie budgets that translate into staggering profits for local retailers. In many instances, businesses notice a 300-350% increase in sales. Here are a few overnight success stories:

Teaneville, Oklahoma

To film the 11-minute binging scene in *Tomorrow We Dine*, director Michael Grayson required 2 weeks of shooting and 52,200 doughnuts, 800 gallons of chocolate milk, 700 loaves of cinnamon bread, 3,000 pastries, and 29 bran muffins. The gluttonous order amounted to 4 months' worth of sales at George's Glazin' Goodies.

Harmony Park, West Virginia

While the sleeper *Polka, Okeydokey!* was being filmed on location, Marv Brown did his own hop-step-close-step by spending every waking hour for 3 weeks reseling 2,475 pairs of dancing shoes. For the first time since he opened his shoe repair business, Mr. Brown was able to close shop for 6 weeks and shuffle across Europe.

Orange Bluff, Texas

"At least it's steady," says Marc Burrows about his modest paying job as the local undertaker. But Hollywood helped him see a different side to his career choice. The filmmakers of *The Mole People* commissioned Mr. Burrows to dig 356 holes (at a whopping $125 a pick), almost three times the entire town's population.

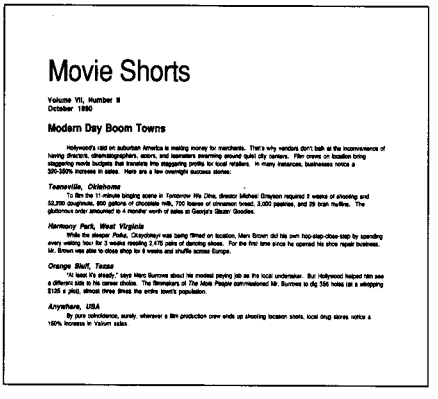
Anywhere, USA

By pure coincidence, surely, wherever a film production crew ends up shooting location shots, local drug stores notice a 150% increase in Valium sales.

That's Better

When directors are faced with a showdown between themselves and the community where they are filming, they should adopt the strategy of complete surrender to the residents' demands. This is one way to bypass upset a movie, according to legendary director Louis Von Sulen. He claims this is why he let the people of Rockbaba, Nevada, drive him out of town with a new screenplay.

The clash occurred just as Von Sulen was filming the closing scene of his western classic *Dusty*. In the original script, screen roper Curt Porrit rode triumphantly into town to a hero's welcome, at which point the townspeople designated him the sheriff of Lone Owl Ridge.



Movie Shorts

Volume VII, Number II
October 1990

Modern Day Boom Towns

Hollywood's raid on suburban America is making money for merchants. That's why vendors don't balk at the inconvenience of having directors, cinematographers, actors, and scenarists swarming around quiet city centers. Film crews on location bring staggering movie budgets that translate into staggering profits for local retailers. In many instances, businesses notice a 300-350% increase in sales. Here are a few overnight success stories:

Teaneville, Oklahoma

To film the 11-minute binging scene in *Tomorrow We Dine*, director Michael Grayson required 2 weeks of shooting and 52,200 doughnuts, 800 gallons of chocolate milk, 700 loaves of cinnamon bread, 3,000 pastries, and 29 bran muffins. The gluttonous order amounted to 4 months' worth of sales at George's Glazin' Goodies.

Harmony Park, West Virginia

While the sleeper *Polka, Okeydokey!* was being filmed on location, Marv Brown did his own hop-step-close-step by spending every waking hour for 3 weeks reseling 2,475 pairs of dancing shoes. For the first time since he opened his shoe repair business, Mr. Brown was able to close shop for 6 weeks and shuffle across Europe.

Orange Bluff, Texas

"At least it's steady," says Marc Burrows about his modest paying job as the local undertaker. But Hollywood helped him see a different side to his career choice. The filmmakers of *The Mole People* commissioned Mr. Burrows to dig 356 holes (at a whopping $125 a pick), almost three times the entire town's population.

Anywhere, USA

By pure coincidence, surely, wherever a film production crew ends up shooting location shots, local drug stores notice a 150% increase in Valium sales.

Portrait *Landscape*

Binding Width

You can use the Binding Width feature in the Page or Custom Page dialog box if you need to print a double-sided document and want to allow extra space for binding.

For example, if your document has 1-inch margins and you type .5 in the Binding Width box, the left margin will be adjusted to 1.5 inches on the first page, the right margin to 1.5 inches on the second page, and so forth. The first page is an odd-numbered page unless you change the page numbering.

HINT: If you use QuickDraw GX printing, click **More Choices**, then click the **WP Setup** icon to display the Binding Width option.

Fractional Character Widths

If you want your characters to print on a LaserWriter with more accurate proportional spacing, select the **Fractional Character Widths** checkbox. When Fractional Character Widths is selected, the computer calculates where to place

characters in fractions of pixels. (A pixel is the smallest dot that can be displayed on your monitor.)

Because screens are normally 72 dpi (dots, or pixels, per inch) and LaserWriters can print 300+dpi, turning on Fractional Character Widths allows the LaserWriter to calculate character widths to get the best character spacing when you print a document. However, because your monitor cannot display fractions of a pixel, the screen display is more difficult to read when Fractional Character Widths is turned on.

HINT: If you use QuickDraw GX printing, click **More Choices**, then click the **WP Setup** icon to display the Fractional Character Widths option.

Save As Default

This option saves the settings you make in the Page Setup dialog box, so they remain in effect for all new documents until you change them again.

HINT: If you use QuickDraw GX printing, click **More Choices**, then click the **WP Setup** icon to display the Save As Default option.

Format for:

This QuickDraw GX option lets you format for the type of printer you will use for your final output while printing test copies on a different printer. When you select some printer types, an icon will appear on the left. Clicking the icon displays additional printer options.

LaserWriter Effects

If you use a LaserWriter printer with a system version prior to 7.5, use the Page Setup dialog box to choose any of the following printer effects.

Font Substitution • If you try to print a font that is not available on your printer, your system provides a substitute for the font. If you turn this option off, your printer recreates the font by drawing a bitmap image of the font rather than substituting a different font.

Text Smoothing • Bitmapped fonts are automatically smoothed using mathematical calculations. If you do not want bitmapped fonts smoothed, turn off this option.

Graphics Smoothing • Bitmap graphics are automatically smoothed using mathematical calculations. If you do not want bitmap graphics smoothed, turn off this option.

Faster Bitmap Printing • Any bitmapped text or graphics in your document are automatically preprocessed to make your document print faster. If you get an error message that says your document is OK but cannot be printed, turn off this option, and try printing again.

LaserWriter Options

If you use a LaserWriter printer with a system version prior to 7.5, click **Options** in the Page Setup dialog box to choose from these additional options.

Flip Horizontal • Choose this option to flip the pages of your document around an imaginary vertical line through the center of the page.

Flip Vertical • Choose this option to flip the pages of your document around an imaginary horizontal line through the center of the page.

Invert Image • Choose this option to print a negative image of your document. Black becomes white; white becomes black. This option is useful for printing to film on a linotronic printer (used for publishing).

Precision Bitmap Alignment • Choose this option to minimize the distortion of bitmap graphics by reducing each page to 96%. Because a LaserWriter prints graphics at 300 dpi, and most monitors display only 72 dpi (and 300 is not a multiple of 72), bitmapped images are slightly distorted when printed to a LaserWriter printer. Reducing the image by 4% makes it possible to print the proper number of dots without distorting the image.

Larger Print Area • Choose this option to enlarge the printable area. Normally, if you set margins smaller than .5 inch (with this option turned off), some of the text will not print; if you turn this option on, you can use margins as small as .25 inch.

This option uses the memory normally reserved for downloadable fonts. If you find your printer cannot download the needed fonts when this option is on, try printing with this option turned off.

Unlimited Downloadable Fonts in a Document • This option reserves more printer memory for downloadable fonts. If you are printing graphics, or if you select the Larger Print Area option, you may want to leave this option turned off.

ImageWriter Effects

If you use an ImageWriter printer with a system version prior to 7.5, use the Page Setup Dialog to choose any of the following printer effects.

Tall Adjusted • If you have selected an ImageWriter in the Chooser but want your document formatting to simulate what it would be if you had selected a LaserWriter, select this option. If you are using a Macintosh with a smaller monitor, you might want to turn on this option so you can see all your text in the window at one time. The Page Setup settings are saved with your document, so you do not need to select this option next time you open the document.

50% Reduction • When this option is selected, document text and graphics print one-half the normal width and one-half the normal height. The size of the text and graphics on screen remains the same, but the page size doubles. When you print, everything is reduced to print on one page.

No Gaps Between Pages • When this option is selected, WordPerfect ignores the top and bottom margins during printing. This is useful when you are printing mailing labels.

Printing Documents

Use Print One Copy to print a single copy of the current document without changing the current printing options.

Use Print to print one or more copies of the current document. The Print command opens the Print dialog box and allows you to choose from a variety of printing options.

If you want to preview a document before printing it, choose **Print Preview** from the **File** menu. See *The Screen* in *Chapter 2: Introducing WordPerfect* for more information.

This section includes:

- Printing One Copy
- Using the Print Dialog Box
- Printing Options
- Printing Unopened Documents
- Printing to a Portable Digital Document

Printing One Copy

To print a single copy of the current document without changing the printing options,

1 Choose **Print One Copy** from the **File** menu.

IMPORTANT: You must select a printer or, in System 7.5, create a desktop printer before you can use Print One Copy. See *Choosing a Printer* earlier in this chapter for more information.

HINT: If you want to change any of the printing options, choose **Print** instead of **Print One Copy**. See *Using the Print Dialog Box* below for more information.

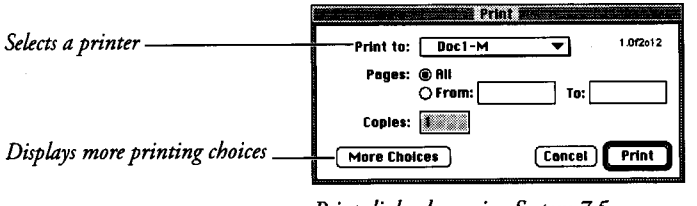
Using the Print Dialog Box

To print one or more copies of the current document or to change printing options before printing,

1 Choose **Print** from the **File** menu.

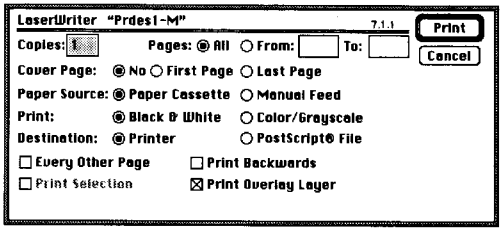
or

Press ⌘-P.



Print dialog box using System 7.5

The Print dialog box varies according to the system version and the type of printer you use.



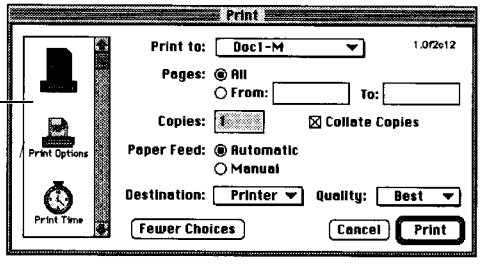
Print dialog using a LaserWriter and system version earlier than 7.5

2 Select any options you want in the dialog box.

For an explanation of the most common printing options, see *Printing Options* later in this section.

3 If you have QuickDraw GX printing (System 7.5 or later), click **More Choices** to display additional options. Choose a printer from the **Print to** pop-up menu, then click an icon in the scroll box and choose the options you want to use.

Click each icon to display more options.



Printing Options

The options available in the Print dialog box vary according to the system version you have and the printer you have selected. If you use System 7.5 with QuickDraw GX printing, click **More Choices**, then click any of the icons on the left side of the dialog box to display additional options. This section describes some of the common options.

Print Multiple Copies

To print more than one copy of a document, type the number of copies you want in the **Copies** box.

Print Specified Pages

If you want to print only a specified range of pages from the current document, type the first and last pages you want to print in the **From** and **To** boxes. If you want to print only one page, type the same page number in both the **From** and **To** boxes.

If you have changed the page numbering of the document, you may need to count pages to determine what page number to enter. Because the Macintosh System controls the Print dialog box, it does not recognize WordPerfect page numbers. For example, if you have turned on page numbering on the third page of the document and set it to page 1, you must type 3 in the From box to begin printing from that particular page. If you type 1 in the From box, you will print the first physical page of the document rather than the page numbered 1.

Paper Source

If you are using a LaserWriter printer, you can choose to print using paper from the paper cassette tray or manual feed. Manual feed is useful if you occasionally print on letterhead, bond paper, envelopes, or any paper that is not in the paper tray.

If you are using an ImageWriter or StyleWriter printer, you can choose Automatic (to use continuous-feed paper) or Hand Feed (to print on individual sheets such as letterhead, bond paper, or envelopes).

Destination

If you have a LaserWriter printer or System 7.5, you can choose to print to a PostScript file rather than to a printer.

Collate Copies

Use this option for System 7.5 or later when printing multiple copies to collate the copies as they print.

Quality

If you use an ImageWriter printer, you can choose a printing speed and quality by choosing Best, Faster, Draft, or Rough. Best offers the best quality of print but prints the slowest. Faster maintains the formatting but lessens the print quality to speed up printing. Draft and Rough print fastest, but the quality is poorer.

Print Every Other Page

Use this option when you want to print on both sides of the paper (known as *duplexing*). Print every other page beginning with 1, then place the printed pages back in the paper tray (using a LaserWriter printer) with the blank side up and the top of the page feeding into the printer. Then print every other page beginning with 2.

Print Selection

Use Print Selection when you want to print a selected area of text or graphics.

Print Backwards

If you want to print your document in reverse order (last page first), select the Print Backwards checkbox.

Print Overlay Layer

Deselect this option if you have added an overlay to your document and don't want the overlay to print.

Print Time

If you have QuickDraw GX printing (available with System 7.5 or later), you can specify when your document will print. You can choose normal printing, urgent printing, or printing at a specified time. You can also choose to have the document held in the printer until you tell it to print.

Cover Page

If you use a LaserWriter printer with a System version prior to 7.5, Select Cover Page to print a cover page that provides information about the document, including the user's name, the application, the document name, the date and time, and the printer.

The user's name is found in the Chooser in System 6.x and Sharing Setup in System 7.x. The date and time is set in the Control Panel in System 6.x or in the General Controls in System 7.x.

Printing Unopened Documents

1. Choose **Open** from the **File** menu.
2. Select the filename in the list box.

If necessary, use the Directory pop-up menu to open the appropriate folder or drive.

3. Choose **Print** from the **File** menu in the dialog box.
4. Select the options you want, then click **Print**.

HINT: You can also print a WordPerfect document when WordPerfect is not open. From the Finder, select the document icon for the file you want to print, then choose **Print** from the **File** menu. WordPerfect launches, and the Print dialog box appears. Select the options you want, then click **Print**. After your document has printed, WordPerfect will quit and return you to the Finder.

Printing to a Portable Digital Document

If you use System 7.5 with QuickDraw GX printing, you can print to a *portable digital document*, a document that can be read and printed without using WordPerfect.

Use portable digital documents when you want to use WordPerfect documents on a computer that does not have the WordPerfect application or when you want to send a document to someone who doesn't own WordPerfect.

HINT: Portable digital documents can be viewed or printed but not edited.

To create a portable digital document,

1. Use the **Chooser** to create a PDDMaker desktop printer.

For information about the Chooser or creating desktop printers, refer to your Macintosh owner's manuals.

2. In WordPerfect, choose **Print** from the **File** menu.
3. Choose **PDD Maker GX** from the **Print to** pop-up menu, then click **Save**.
4. Type a name for the portable digital document.

5 If needed, use the Directory pop-up menu or the list box to locate and open the disk and folder where you want to save the document.

6 Click **Save**.

HINT: To view or print the document, you need to use a viewer that supports portable digital documents. You can use SimpleText (an application provided by Apple Computer, Inc.).

Chapter 10: Working with Graphics

273 *Graphics Basics*

283 *Inserting Graphics*

284 *Creating Graphics*

294 *Selecting Graphics*

296 *Editing Graphics*

306 *Sizing or Cropping Graphics*

310 *Moving Graphics*

312 *Arranging Objects in Graphics*

319 *Saving Graphics*

320 *Framing Graphics*

321 *Captioning Graphics*

324 *Labeling Graphics*

325 *Changing Graphics Box Options*

329 *Deleting Graphics*

330 *Creating Graphic Overlays*

332 *Creating Watermarks*

336 *Inserting and Playing Movies*

Graphics Basics

Use WordPerfect's Graphics Editor to create graphics or to insert and edit existing graphics.

This section includes:

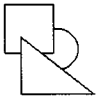
- Graphics or Objects?
- Three Layers for Graphics
- The Graphics Editor
- Graphic Tools

Graphics or Objects?

In working with graphics, it is important to understand the difference between the terms *graphic* and *graphic object.*

A *graphic* refers to a drawing, picture, or illustration in a document. A *graphic object* refers to any of the smaller components that make up a graphic.

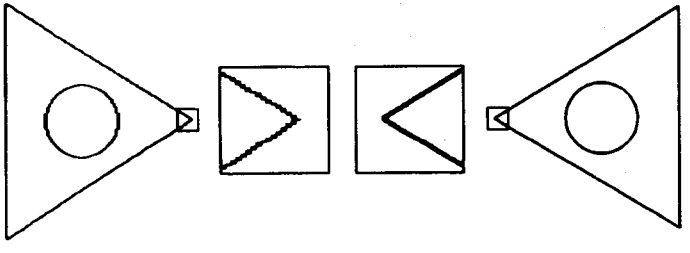
For example, the following graphic contains three objects: a circle, a rectangle, and a triangle.



While each shape, or graphic object, can be selected and manipulated individually in the Graphics Editor, all of the objects appear as a single graphic in the Document Editor.

Types of Graphics

There are two basic types of graphics used in software applications: *paint* and *draw* graphics. Applications that use paint graphics store images as a series of dots called *pixels.* Applications that use draw graphics store images as whole objects.

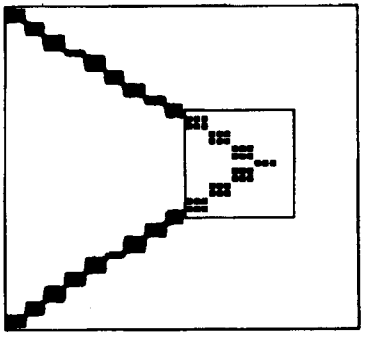


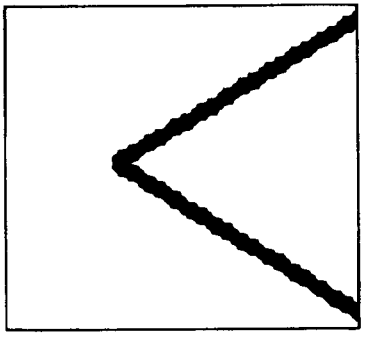
This image was created in a paint application.

This image was created in a draw application.

WordPerfect creates draw graphics, but is able to import both draw and paint graphics.

When you enlarge the images, you can see that the paint graphic contains a series of dots, while the draw graphic contains simply two objects: a triangle and a circle.





When a paint image is enlarged, the resolution deteriorates and the image appears jagged. When a draw image is enlarged, the resolution is maintained, and the image appears smooth. Because draw applications mathematically calculate the aspects of each object, they produce sharper images than paint applications.

Paint applications allow you to edit pieces of an object by editing individual pixels; draw applications can edit only entire objects.

Types of Graphic Objects

There are five types of graphic objects in WordPerfect:

- Drawing objects
- Text objects
- Grouped objects
- PostScript objects
- Encapsulated PostScript (EPS) objects

Drawing objects are the forms (or shapes) you use to create graphics, including lines, rectangles, rounded rectangles, arcs, ovals, polygons, and curves. You can also manipulate those shapes to create circles, squares, and triangles.

Text objects are boxes containing text. You can type, paste, or insert text into a text object. You can then edit the text (delete or insert characters or words, change the font or size, and so forth). You can also manipulate a text object as a whole (size it, move it, rotate it, delete it, and so forth).

A *grouped object* is a collection of one or more objects that are treated as a single object. For example, you might want to group several drawing or text objects in the Graphics Editor to move them or size them as a single object. To group objects, select them and choose **Group** from the **Arrange** menu. For more information, see *Arranging Objects in Graphics* later in this chapter.

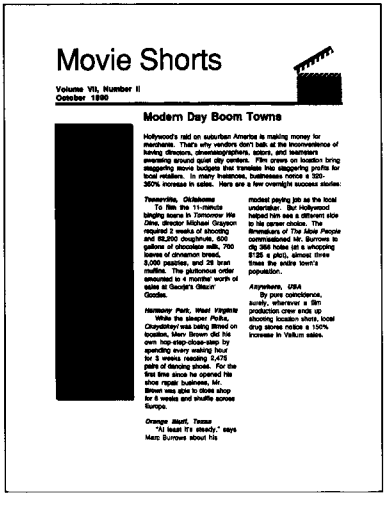
A *PostScript object* is a box containing PostScript printer commands that can be sent directly to the printer. PostScript objects appear in the drawing window as boxes with "PS" inside them. You can create or edit a PostScript object in

WordPerfect if you know the PostScript language commands. See *Creating Graphics* later in this chapter and *Appendix B: PostScript Variables and Procedures* for more information.

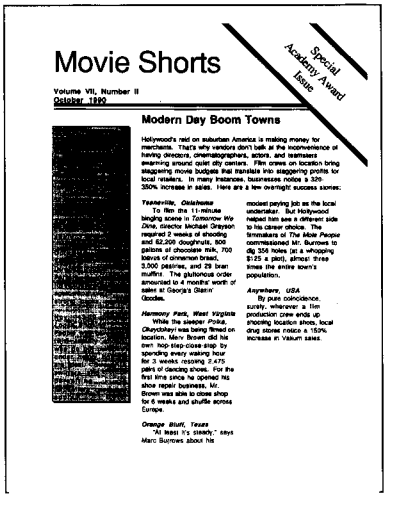
Encapsulated PostScript (EPS) objects are graphics created in other applications that have been saved in EPS format. You can insert an EPS graphic into the graphic editor with the Paste or Insert commands. If the EPS file has a PICT image associated with it, WordPerfect displays the PICT image. Otherwise, the EPS object appears as a box with "EPS" inside it.

Three Layers for Graphics

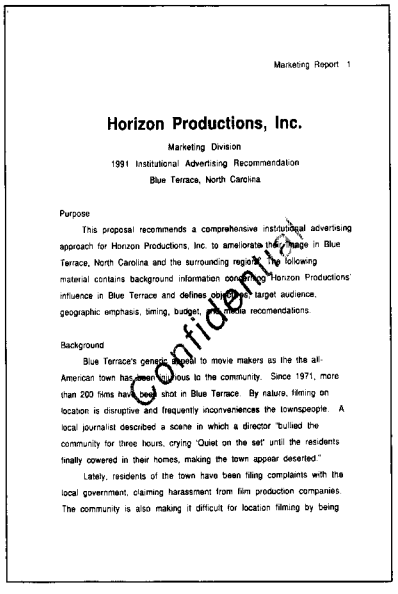
WordPerfect allows you to use graphics in the regular document layer, as an overlay (on top of the text), or as a watermark (behind the text).



This page of the document uses a graphic in the regular text layer.



This page of the document uses a draw overlay.



Marketing Report 1

Horizon Productions, Inc.

Marketing Division
1991 Institutional Advertising Recommendation
Blue Terrace, North Carolina

Purpose

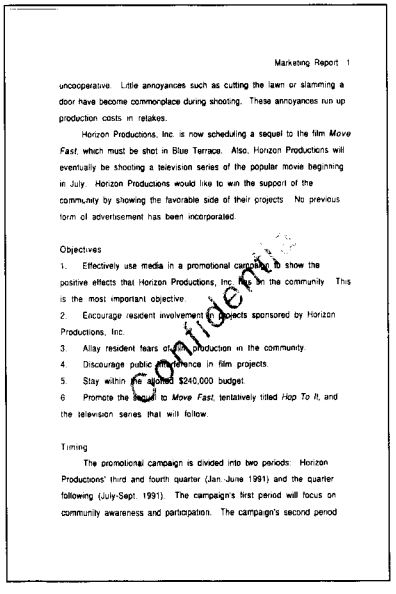
This proposal recommends a comprehensive institutional advertising approach for Horizon Productions, Inc. to ameliorate their image in Blue Terrace, North Carolina and the surrounding region. The following material contains background information concerning Horizon Productions' influence in Blue Terrace and defines objectives, target audience, geographic emphasis, timing, budget, and media recommendations.

Background

Blue Terrace's genuine appeal to movie makers as the the all-American town has been ambivalent to the community. Since 1971, more than 200 films have been shot in Blue Terrace. By nature, filming on location is disruptive and frequently inconveniences the townspeople. A local journalist described a scene in which a director "bullied the community for three hours, crying 'Quiet on the set' until the residents finally cowered in their homes, making the town appear deserted."

Lately, residents of the town have been filing complaints with the local government, claiming harassment from film production companies. The community is also making it difficult for location filming by being

Confidential



Marketing Report 1

uncooperative. Little annoyances such as cutting the lawn or slamming a door have become commonplace during shooting. These annoyances run up production costs in retakes.

Horizon Productions, Inc. is now scheduling a sequel to the film *Move Fast*, which must be shot in Blue Terrace. Also, Horizon Productions will eventually be shooting a television series of the popular movie beginning in July. Horizon Productions would like to win the support of the community by showing the favorable side of their projects. No previous form of advertisement has been incorporated.

Objectives

1. Effectively use media in a promotional campaign to show the positive effects that Horizon Productions, Inc. has on the community. This is the most important objective.
2. Encourage resident involvement in projects sponsored by Horizon Productions, Inc.
3. Allay resident fears of film production in the community.
4. Discourage public interference in film projects.
5. Stay within the allotted $240,000 budget.
6. Promote the sequel to *Move Fast*, tentatively titled *Hop To It*, and the television series that will follow.

Timing

The promotional campaign is divided into two periods: Horizon Productions' third and fourth quarter (Jan-June 1991) and the quarter following (July-Sept. 1991). The campaign's first period will focus on community awareness and participation. The campaign's second period

Confidential

This document uses a single watermark (text object) on every page.

Use the Overlay command (in the Tools menu) to create a graphic that will appear over the current page of your document, like a transparency. You can use this feature for tasks such as illustrating or adding editorial symbols over the text of a document. You can easily remove or edit the overlay without disturbing the document underneath. See *Creating Graphic Overlays* later in this chapter for more information.

Use the Watermark command (on the Tools menu) to place a graphic or text behind the text of a document. A watermark can appear on every page, every other page, or on only specified pages of a document, depending on the options you choose. You can use watermarks for such items as a company crest or insignia, a message that you want readers to keep in mind (such as "confidential" or "draft"), or any graphic that illustrates the concepts explained in the text of the document. See *Creating Watermarks* later in this chapter for more information.

The Graphics Editor

Use the Graphics Editor to create or edit graphics, watermarks, or overlays.

To open the Graphics Editor and:

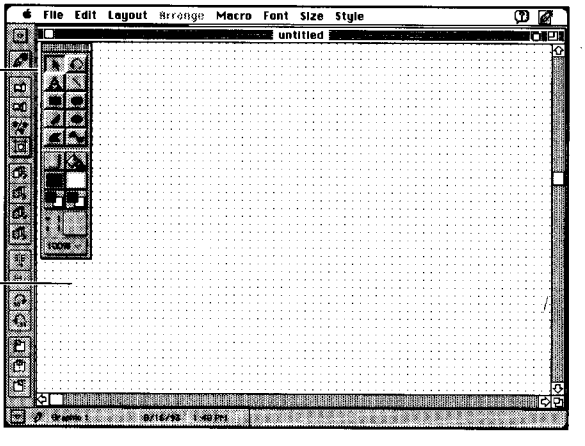
To Do This:	Do This:
Create a graphic	Click on the **Default** Button Bar or choose **Graphic** from the **Tools** menu, then choose **New**.
Edit a graphic	Double-click the graphic.

To Do This:	Do This:
Create a watermark	Choose **Watermark** from the **Tools** menu, then choose **New.**
Edit a watermark	Choose **Watermark** from the **Tools** menu, then choose **Edit.**
Create an overlay	Choose **Overlay** from the **Tools** menu, then choose **Draw.**
Edit an overlay	Choose **Overlay** from the **Tools** menu, then choose **Draw.**

The Graphics Editor opens. If you are editing a graphic, watermark, or overlay, it appears in the drawing window.

Click or double-click a tool on the palette to create one or more objects or adjust the draw options.

Objects snap to points on the grid. Use the Layout menu to hide the grid or turn off Grid Snap.



HINT: If you double-click a graphic that was created in a third-party application that supports the Edit Graphic Apple Event, and if that application is available, WordPerfect launches that application instead of opening the Graphics Editor.

Graphics Tools

The Graphics Editor contains several tools for creating, editing, and arranging graphics:

- The Graphics Menus
- The Graphics Button Bar
- The Graphics tool palette
- The Grid

The Graphics Menus

In addition to some of the basic program commands found in the Document Editor, the menus in the Graphics Editor contain commands specifically for working with graphics.

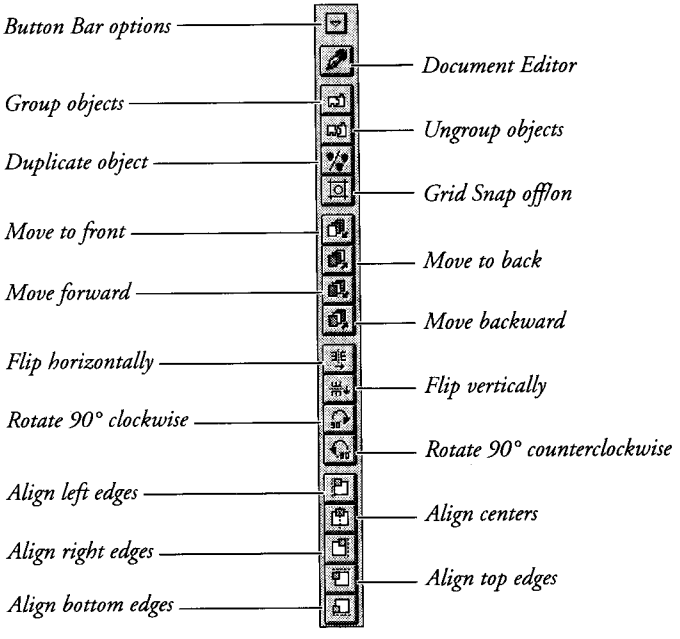
The following table shows the menu commands specific to the Graphics Editor. For explanation of menu commands that appear in both the Graphics Editor and the Document Editor, see *The Menus* in *Chapter 2: Introducing WordPerfect.*

Menu:	Use this command:	To do this:
File	Close Graphic	Close the current graphic and return to the Document Editor.
	Save Graphic As	Save a copy of the current graphic as a separate file.
Edit	Clear	Clear selected objects from the current graphic window.
	Duplicate	Duplicate a selected object.
	Colors	Edit the colors available on the color palette.
	Patterns	Edit the patterns available on the pattern palette.
	Save Settings	Save the current Graphics Editor settings as default settings.
Layout	Grid Snap On/Off	Choose whether or not you want to snap objects to the grid when drawing or editing.
	Show/Hide Grid	Display or hide the grid points in the drawing window.
	Grid Options	Change the size and appearance of the grid.
	Pen Size	Change the size of the pen for lines and borders.
	Rounded Corners	Change the radius of rounded rectangle corners.
	Arc Types	Specify the type of arc for the Arc tool or a selected arc.
	Smooth/Unsmooth	Convert the straight line segments of a selected polygon to curved segments, or convert a smoothed polygon to straight line segments.
	PostScript	Enter PostScript printer language commands. See *Creating Graphics* later in this chapter and *Appendix B: PostScript Variables and Procedures* for more information.
	Get Attributes	Change the default drawing attributes for the current drawing window to the attributes of a selected object (including pen, fill, font, size, text style, arc type, and corner radius).
Arrange	Rotate	Rotate an object.

Menu:	Use this command:	To do this:
	Size	Size an object.
	Replicate	Replicate an object one or more times and specify the final location, angle, size, and appearance of the replicated objects.
	Align	Align objects with each other or with the grid.
	Flip Horizontal	Flip a selected object horizontally.
	Flip Vertical	Flip a selected object vertically.
	Move to Front	Move a selected object to the front level of the drawing window.
	Move to Back	Move a selected object to the back level of the drawing window.
	Move Forward	Move a selected object forward one level in the drawing window.
	Move Backward	Move a selected object backward one level in the drawing window.
	Group	Group selected objects to be treated as a single object.
	Ungroup	Ungroup a grouped object so that individual objects can be manipulated separately.
	Lock	Protect one or more selected objects from accidental changes. When an object is locked, you can't edit or move it.
	Unlock	Unlock a selected locked object, so you can edit or move it.
Font	Symbols	Insert a symbol or special character into a text object.
Style	Text Color	Change the color of text in a text object.
	Left/Right/Center	Change the alignment of text in a text object.

The Graphics Button Bar

When you use the Graphics Editor, the Graphics Button Bar appears.



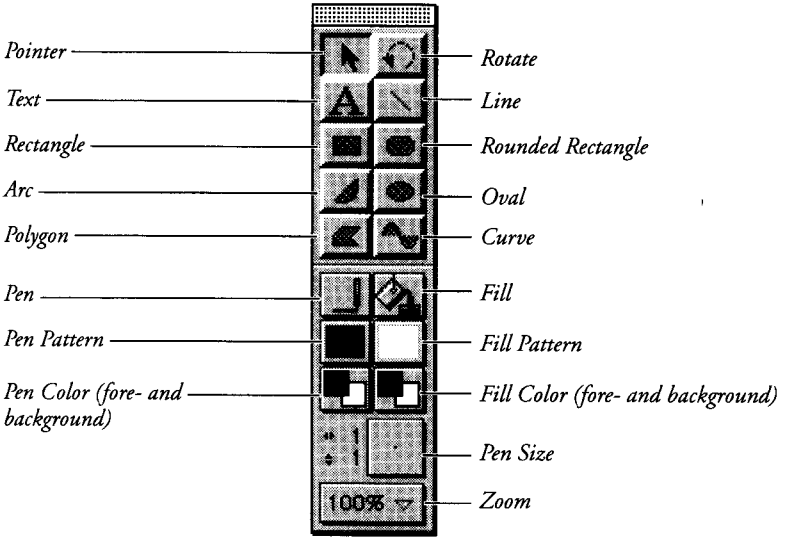
To use the Button Bar, click the button with the function you want to perform. In some cases, you may need to select one or more graphic objects before clicking a button.

HINT: WordPerfect displays as many of the default buttons as possible according to your screen size. If you are using a monitor that is not able to display all the buttons, you may want to display the bar horizontally.

For information about changing the location of the Button Bar, displaying a different Button Bar, creating a new Button Bar, editing a Button Bar, or saving a Button Bar with a document, see *The Button Bars* in *Chapter 2: Introducing WordPerfect.*

The Graphics Tool Palette

Use the Graphics tool palette to draw and select objects, set the pen and fill colors or patterns, rotate objects, or to magnify the view size.



To select a tool you want to use once, simply click it. After you use the tool, WordPerfect returns to using the Pointer tool.

To use a tool multiple times, double-click the tool you want. That tool becomes highlighted to indicate it is selected until you click another tool.

The following table contains a brief explanation of each tool. For more complete information about how to use each tool, see the sections that follow in this chapter.

Use This Tool:	To Do This:
Pointer	Select, move, and size objects.
Rotate	Rotate a selected object around any of its handles.
Text	Add text to your graphics.
Line	Draw straight lines.
Rectangle	Draw rectangles and squares.
Rounded Rectangle	Draw rectangles and squares with rounded corners.
Arc	Draw a filled arc between two points.
Oval	Draw ovals and circles.
Polygon	Draw objects composed of straight line segments (such as triangles, octagons, and open polygons).

Use This Tool:	To Do This:
Curve	Draw a sequence of bézier curve segments.
Pen	Draw (or erase) a border around objects.
Fill	Fill objects with a color or pattern or remove the fill.
Pen Pattern	Choose a pattern for the borders around your objects.
Fill Pattern	Choose a fill pattern for your objects.
Pen Color	Choose a color for the foreground and background of the borders of your objects. The Pen Color tool is initially set with a black foreground.
Fill Color	Choose a color for the foreground and background of the fill patterns used in your objects. The Fill Color tool is initially set with a white background.
Pen Size	Choose the thickness of lines and borders.
Zoom	Enlarge or reduce your view of the Graphic window.

HINT: To move the tool palette, click the bar at the top of the palette and drag it to a new location. To save the new position of the tool palette as a permanent setting, choose **Save Settings** from the **Edit** menu.

If your monitor has at least 8-bit color capability (and the Colors setting is turned on in the Monitors control panel), 256 colors are available in the color palettes. If not, your palettes may contain fewer colors or be displayed in text format. Using a black and white monitor, you can choose colors for objects and for text, but the colors will not display on your screen. The colors you choose will print if you use a color printer. If your printer does not have color capability, but does have grayscale capability, colors will print as shades of gray.

The colors you see on your screen depend on the ability of your computer to display them. However, the colors you use in your objects are stored as their true colors (in RGB values) in the documents. The better your monitor is at accurately displaying these values, the "truer" the color will appear. If you view a document on another computer, the colors may look different.

The Grid

The Graphics Editor includes a grid that helps you accurately draw and position objects. As you draw, size, or move objects, WordPerfect "snaps" them to the grid. You can turn the Grid Snap feature off, or you can change the grid spacing or appearance. You can also hide the grid, so it does not appear on screen.

Turning Grid Snap Off ◆

1 Choose **Grid Snap Off** from the **Layout** menu.

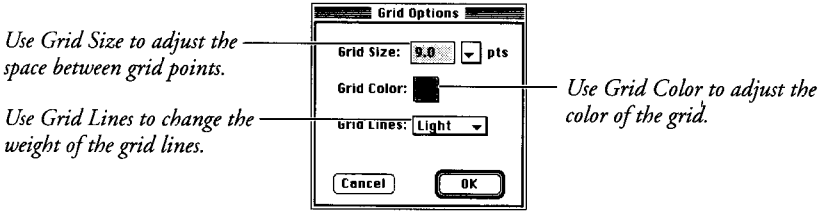
To turn it back on, choose **Grid Snap On** from the **Layout** menu.

Grid Snap still works when the grid is hidden.

HINT: The Control key overrides the Grid Snap menu setting temporarily. To toggle Grid Snap off (or on if the setting is already off), hold down the **Control** key as you draw, move, or size an object.

Changing the Appearance or Spacing of the Grid ◆

1 Choose **Grid Options** from the **Layout** menu.



To Do This:	Do This:
Change the grid spacing	Type a new measurement in the **Grid Size** box, or choose a grid size from the pop-up menu next to the Grid Size box.
Change the color of the grid points or lines	Choose a new color from the **Grid Color** pop-up palette.
Change the weight of the grid points or lines	Choose an option from the **Grid Lines** pop-up menu.

2 Click **OK**.

HINT: To save the new grid setting permanently, choose **Save Settings** from the **Edit** menu. The new settings will be used for the default grid.

HINT: To change the unit of measurement, click the unit abbreviation and choose a new option.

Hiding the Grid ◆

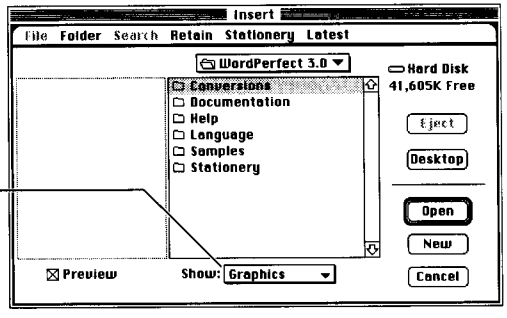
1 Choose **Hide Grid** from the **Layout** menu.

Inserting Graphics

Use the Insert File command to place the contents of a graphic file into the Document Editor or the Graphics Editor. You can insert existing graphics in most PICT, PCX, EPS, WPG, or MacPaint formats. You can also insert TIFF graphics if they do not use LZW compression technology.

You can insert a graphic in either the Document Editor or the Graphics Editor.

1 Choose **Insert File** from the **File** menu.



If you insert a file in the Graphics Editor, the Insert dialog shows only graphic files by default.

2 Select the file you want to insert.

If you need help using the Macintosh hierarchical file system to locate and select documents, see *Filing* in *Chapter 8: Saving and Managing Documents.*

HINT: If you insert a text file into the Graphics Editor, WordPerfect creates a text object containing the text of the file you inserted. If the file contains both text and graphics, WordPerfect inserts only the text in a text object; the graphics are stripped out.

3 Click **Insert.**

The graphic appears in the Graphic or Document window. If you insert an EPS graphic that has no PICT image associated with it, it appears as a box with "EPS" in it.

If you insert a graphic from another application that is in a format other than PICT, the conversions must be installed in the WordPerfect: Conversions folder. If you used the Standard Installation to install WordPerfect (or if you installed the conversions during a custom installation), the conversions are in place. If you need to install the conversions, see the Installation Read Me file.

HINT: You can also paste a graphic from another application. Copy the graphic, switch to your WordPerfect document, then place the insertion point where you want the graphic to appear. Choose **Paste** from the **Edit** menu. You can also use the Paste command in the Graphics Editor.

Creating Graphics

Use the Graphics Editor and the Graphics tool palette to draw graphics in WordPerfect.

This section includes:

- Creating Graphics
- Duplicating Objects
- Replicating Objects

Creating Graphics

1 Place the insertion point where you want to create a graphic.

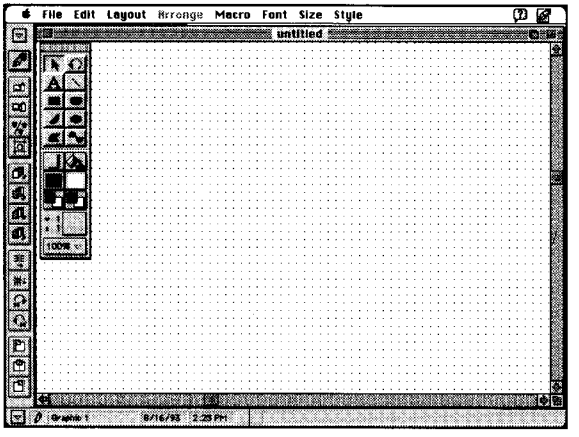
You can adjust the placement of the graphic later.

HINT: If you want to create a graphic that is anchored to a paragraph, place the insertion point in the paragraph before creating the graphic. For more information about anchoring graphics, see *Moving Graphics* later in this chapter.

2 Choose **Graphic** from the **Tools** menu, then choose **New**.

or

Click on the **Default** Button Bar.



3 Click the appropriate drawing tool, place the pointer where you want to begin drawing, drag, then release the mouse button.

Refer to the table below to help you choose the appropriate drawing tool for the type of shape you want to draw.

HINT: If you want to draw multiple objects using the same tool, double-click the tool before drawing.

Some shapes require additional steps; see the explanations in the table below.

To Create:	Use This Tool or Command:
A straight line	To constrain the line to vertical, horizontal, or 45° angles, hold down **Shift** while you drag the pointer.
A rectangle	
A square	Hold down **Shift** while you drag the pointer.
A triangle, trapezoid, or other polygon	Instead of dragging, click where you want to begin drawing the polygon, move the pointer to draw a line segment, then click the mouse button to end the line segment. Continue to move and click until you have completed the shape. Double-click to leave an open polygon.
An oval	Ovals are always drawn with vertical and horizontal axes. If you want to change the orientation of an oval, use the **Rotate** tool after drawing the oval.
A circle	Hold down **Shift** while you drag the pointer.
An arc	Drag the pointer to draw the arc you want. An arc is one-quarter of an oval. To make an arc that is one-quarter of a circle, hold down **Shift** while you drag the pointer. You can change the type of arc. See *Editing Graphics* later in this chapter.
A bézier curve	The Curve tool draws bézier curves that are created by mathematical calculation rather than by freehand drawing. For instructions, see *Drawing Bézier Curves* later in this section.

To Create:	Use This Tool or Command:
A freehand curve or shape	Hold down **Command** while you drag the pointer. You may want to turn off Grid Snap before drawing freehand shapes. Choose **Grid Snap Off** from the **Layout** menu, or hold down **Control** while you draw. You can change the line segments in a polygon to curved segments by using the Smooth command on the Layout menu. See *Editing Graphics* later in this chapter.
A text object	Drag to create a text box, then type the text you want to include. See *Creating Text Objects* below for more information.
A duplicated object	Select an object, then choose **Duplicate** from the **Edit** menu or press ⌘-D. See *Duplicating Objects* later in this section.
A duplicated object with a different angle, size, border, location, or color	Select an object, then choose **Replicate** from the **Arrange** menu. See *Replicating Objects* later in this section.
A PostScript object	Choose **PostScript** from the **Layout** menu, type the commands you want sent to the printer, then click **OK**. The PostScript object appears as a box labeled "PS" in the Graphics Editor.

HINT: WordPerfect snaps the objects to the grid. To turn Grid Snap off, choose **Grid Snap Off** from the **Layout** menu, or hold down the **Control** key while you draw an object.

HINT: If you don't want a border to appear around an object, select it, click the **Pen** tool, and choose **Pen Off**. If you want an object to be transparent (rather than filled with white), select the object, click the **Fill** tool, and choose **Fill Off**.

4 When you are finished using the Graphics Editor, click on the **Graphics** Button Bar to close the Graphics Editor.

Creating Text Objects

You can type text in a text object or insert text from an existing document.

Creating a Text Object and Typing Text ◆

1 Click on the **Graphics** tool palette.

2 Drag across an area of the drawing window to create a text box.

When you release the mouse button, the insertion point appears inside the text box.

HINT: You can choose formats such as font, size, and style before you type the text.

3 Type the text you want to include.

You can also use Cut/Copy and Paste commands to place text in a text object.

Creating a Text Object and Inserting a Document • To insert the text from a document into a text object, choose **Insert File** from the **File** menu. If you have not already created a text box, WordPerfect creates one and inserts the file into the box as a text object.

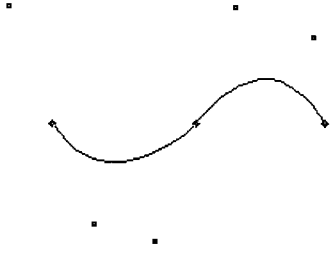
If you insert a document in the Graphics Editor that contains both text and graphics, WordPerfect inserts only the text; the graphics are stripped out.

For information about editing or formatting a text box, see *Editing Graphics* later in this chapter.

Drawing Bézier Curves

Bézier curves are created in segments, with each segment shaped according to the placement of two anchor points (that determine the beginning and ending points of the curve segment) and two sets of control points (that determine the shape of the curve).

Bézier curve containing two curve segments



The points (hollow) show the beginning and ending of each segment. The control points (black) shape the curve.

Because bézier curves are created by mathematical calculation rather than by freehand drawing (which is done with the Polygon Tool), creating bézier curves generally requires some practice.

To create a bézier curve, place an anchor point, move its control points, place the next anchor point, move its control points, and so forth until you have created all the curve segments that make up the whole object.

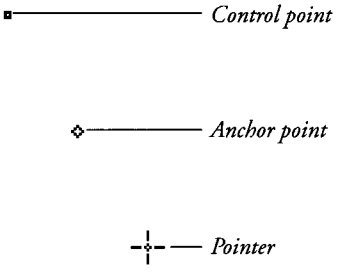
1 Click on the **Graphics** tool palette.

Double-click it if you want to draw more than one curve object.

2 Click and hold down the mouse button where you want the curve segment to begin.

3 Drag the mouse to move the control points.

Place the control points beyond where you want the actual curve to appear. The control points shape the curve but don't touch the curve itself. (If you don't drag the mouse, you create a straight line between anchor points.)



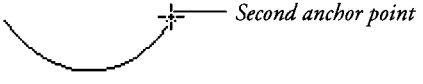
4 Release the mouse button when the control points are where you want them.

WordPerfect draws a line to the pointer.

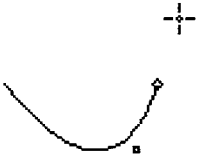
5 Move the pointer (without holding down the mouse button) to where you want to end the curve segment, then click (and hold) to place the second anchor point.

This anchor point serves as the end of the first curve segment and the beginning of the next.

The line curves, but the curve is not completely formed until you place the second set of control points.



6 Drag the pointer (while holding down the mouse button) to position the second set of control points.



The control point farthest from the pointer determines the shape of the curve segment you just drew. The control point closest to the pointer is the first control point in the next curve segment.

You can move one control point in the pair by holding down ⌘ while you drag. Pressing ⌘ locks the control point opposite the pointer and lets you move the control point closest to the pointer. Moving one control point makes it possible to create a cusp or kink rather than a smooth curve.

If you make a mistake, press **Delete** to delete the anchor point, and try again. You can press ⌘-Z to undo the deletion if needed.

7 Release the mouse button to set the second set of control points.

When you release the mouse button, WordPerfect extends the line to the pointer location to let you place the next anchor point.

8 Move the pointer (without holding down the mouse button) to where you want to end the curve segment, then click (and hold) to place the next anchor point.

9 Drag the mouse (while holding down the mouse button) to position the control points.

If you want to add more segments to the curve, repeat steps 7 through 9 until you are ready to end the curve and complete the object.

10 Hold down ⌘ when the last curve segment appears how you want it, then drag the final control point to the last anchor point.

11 Release the mouse button and the Command (⌘) key, then click to end the object.

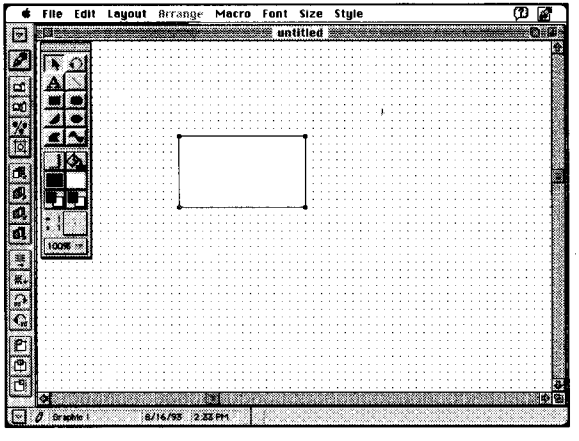
If you want to create a closed curve object, connect the beginning and ending points of the curve object. Because the first anchor point is also the last anchor point, the control points for that anchor affect both the first and last segments. If you don't want to change the curve of the first segment, place an anchor point close to the first anchor, adjust the control points to the curve you want, press ⌘, and move the final control point to the first anchor point. Then release the mouse button and click on the first anchor point to close the object.

HINT: You can constrain the anchor and control points of your curve to vertical and horizontal positions (and 45° angles) by holding down Shift while you move or drag the pointer.

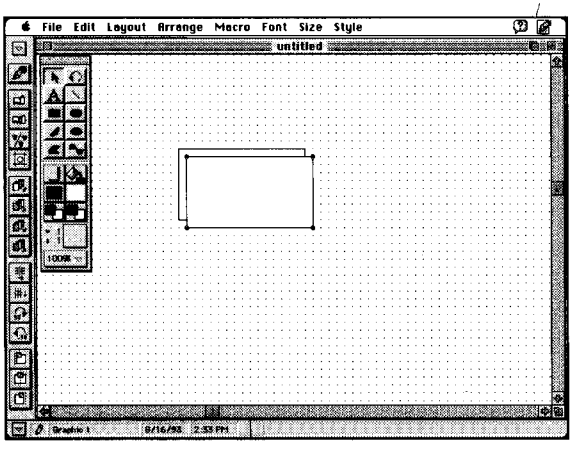
Duplicating Objects

Use the Duplicate command to make an exact copy of a selected object.

1 Select the object(s) you want to duplicate.



2 Choose **Duplicate** from the **Edit** menu.

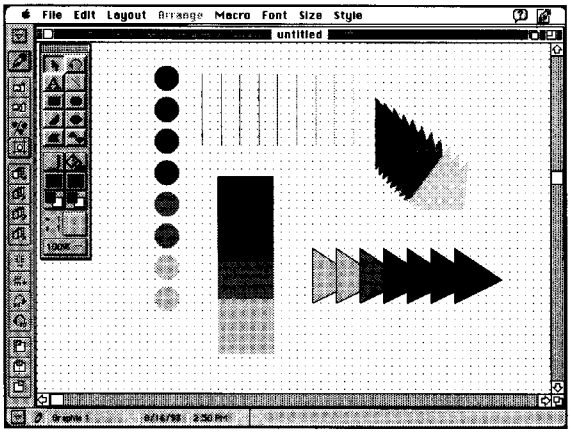


The copy appears on the screen, offset one horizontal and vertical grid point from the original object. The copy is automatically selected to let you drag it to a new location, change it, or duplicate it again.

HINT: If you want to make several copies at one time or change the attributes or rotation of the copies, use the Replicate command instead of the Duplicate command. See *Replicating Objects* below.

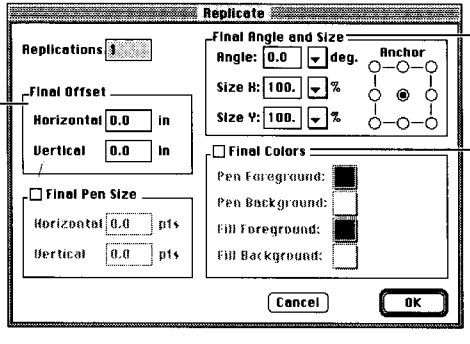
Replicating Objects

Use the Replicate dialog box to create multiple copies or to alter the size, angle, position, color, or pen size of the selected object(s).



1 Select the object you want to replicate.

2 Choose **Replicate** from the **Arrange** menu.



Controls the position of the last duplicated object.

Allows you to rotate and change the size of the replicated objects.

Allows you to blend colors as you replicate objects.

3 Type in the number of replications you want to make.

4 Select the other options in the dialog box to specify the location, angle, size, border, and colors of the final replication.

To Do This:	Do This:
Place the replicated objects	Specify the location of the final replicated object by typing a distance in the Final Offset Horizontal and Vertical text boxes. Click the unit of measurement to change to a different unit. The objects will be evenly spaced between the original object and the final replication.

To Do This:	Do This:
Change the size of the replicated objects	Choose a percentage from the **Size** pop-up menu, or type in a percentage. The objects will increase or decrease in size with each replication until the final replication uses the size you specified.
Rotate the replicated objects	Click the desired **Anchor Point**, then choose the number of degrees you want to rotate the objects from the **Angle** pop-up, or type in the number of degrees. Enter a positive number to rotate objects clockwise. Enter a negative number to rotate them counter-clockwise.
Change colors of the replicated object	Click the **Final Colors** checkbox, then choose desired colors for the final replication from the **Pen Foreground**, **Pen Background**, **Fill Foreground**, and **Fill Background** pop-up menus. The colors used in the replicated objects will change (moving clockwise on the color wheel) with each replication to create a smooth blend between the original object and the final replication.
Change the border thickness of replicated objects	Click the **Final Pen Size** checkbox, then type horizontal and vertical pen sizes in the text boxes. Click the unit of measurement to choose a different unit. The pen sizes used in the replicated objects will increase or decrease with each replication until the final replication uses the pen size you specified.

HINT: To make the replicated objects separate from the original object (so they don't touch or overlap), use a small number of replications, and use a large enough Vertical or Horizontal Final Offset that each replication has its own space.

HINT: To overlap objects, increase the number of replications or decrease the Horizontal or Vertical Final Offset. By increasing the number of replications significantly, you can overlap objects so closely that the final result appears as one object with blended colors.

5 Click **OK**.

The replicated objects change in location, angle, size, border width, and color until the final replication appears with the settings you specified.

Selecting Graphics

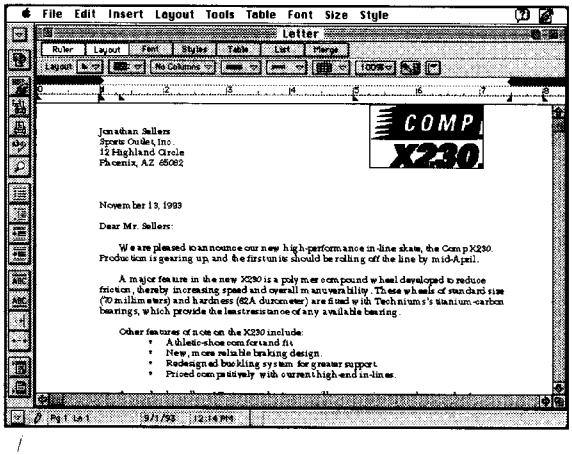
Before you can manipulate a graphic in your document, you must select it.

HINT: When you insert or paste a graphic in the Graphics Editor, the object is automatically selected (until you click somewhere else in the window.)

In the Document Editor

Click a graphic in the Document Editor when you want to size, crop, or move it.

A bounding rectangle appears around the graphic to indicate that it is selected (see example below). Handles appear on the bounding rectangle for sizing and cropping. For more information, see *Sizing or Cropping Graphics* later in this chapter.



HINT: If you double-click a graphic in the Document Editor, WordPerfect opens the Graphics Editor so you can edit the graphic. If the graphic was created in an application that supports the Edit Graphic Apple Event and that application is available, it is launched so you can edit the graphic in the original application.

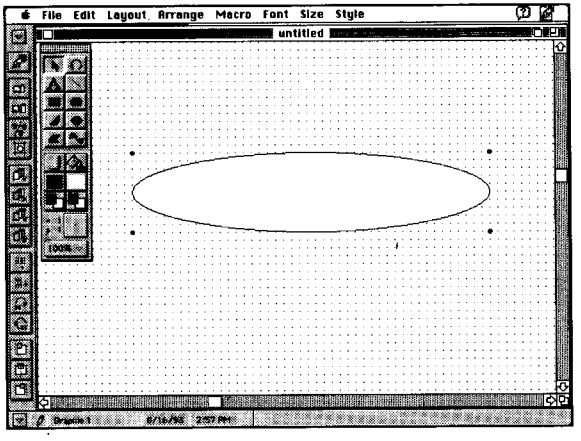
In the Graphics Editor

Select a graphic object in the Graphics Editor to rotate it, align it with other objects, replicate it, change its color, or make other changes.

To select an object,

1. Make sure the **Pointer** tool is selected, then click the object you want to select.

If the object is filled, you can click anywhere inside the object. If the object is not filled, click the border of the object to select it.



When you select an object, handles appear showing its bounding rectangle (see example above). You can use the handles to size and rotate the object.

HINT: You can also press **Tab** to select an object and to cycle through objects. This method is helpful for selecting stacked or overlapping objects. **Shift-Tab** cycles backward through your objects.

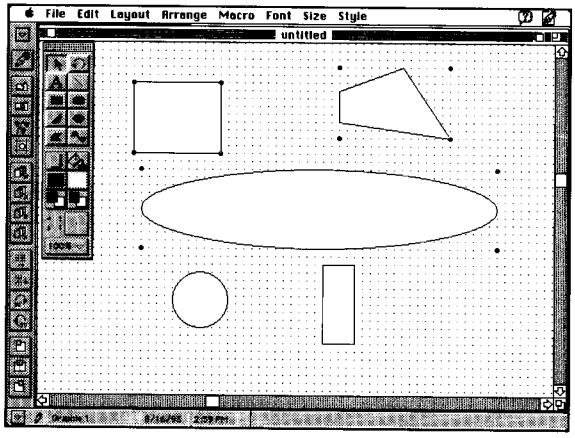
If you click a drawing tool once and draw an object, the object is automatically selected after you draw, so you can use the Pointer tool to size, move, or otherwise manipulate the object. However, once you click anything other than the object, the object is no longer selected.

Selecting Multiple Objects

1 Hold down **Shift** while you click each object you want to select.

You can also select multiple objects by dragging across them, beginning at a point in the window where there are no objects. As you drag, a box appears around the objects. Any object completely enclosed in the selection box will be selected when you release the mouse button.

Handles appear around each selected object.



HINT: Any changes you make, including moving, sizing, rotating, and changing colors and patterns, will be performed on all the selected objects.

Selecting All Objects

To select all the objects in the Graphics Editor, choose **Select All** from the **Edit** menu.

HINT: To deselect all the selected objects, click a blank area of the drawing window.

Editing Graphics

You can edit graphics you create in WordPerfect and graphics you import from other applications.

This section includes:

- Editing Graphics
- Editing Text Objects
- Changing Arc Types
- Editing Bézier Curves
- Changing Border Colors or Patterns
- Changing Fill Colors or Patterns
- Saving Attribute Settings
- Changing Colors on the Color Palette
- Changing Patterns on the Pattern Palette

Editing Graphics

1 Double-click the graphic to open the Graphics Editor.

The Graphics Editor opens, containing the graphic.

2 Select the object(s) you want to edit.

To Do This:	Do This:
Change the size (or shape) of an object	Drag one of the handles that appears around the selected object.
Change the size proportionally	Hold down **Shift** while you drag one of the handles.
Change the shape of a polygon	Double-click the polygon, then drag one of the endpoints or vertices.
Change the line segments of a polygon to curved segments (objects created with the polygon tool only)	Choose **Smooth** from the **Layout** menu. To unsmooth an object that has been smoothed, choose **Unsmooth** from the **Layout** menu.
Change the shape of a freehand object	Double-click the object, then drag one of the endpoints. Because the number of line segments used in freehand objects is so great, editing them may be difficult.
Change the type of arc	Choose **Arc Types** from the **Layout** menu. See *Changing Arc Types* later in this section for more information.
Change the radius of rounded rectangle corners	Choose **Rounded Corners** from the **Layout** menu, type a new radius measurement in the **Rounded Corners** dialog box, then click **OK**. A larger radius increases the roundness of the corners.
Edit the text in a text object	Double-click the text object, then edit text as you would in the Document Editor. See *Editing Text Objects* below for information about other ways to edit text objects.
Change the shape of a bézier curve	Double-click the curve, then click any anchor point to select it. Drag any anchor or control point you want to move. See *Editing Bézier Curves* later in this section for more information.
Change the thickness of the border around an object	Select the object. Choose the height and width of the pen from the pop-up palette. The height determines the thickness of horizontal borders; the width determines the thickness of vertical borders.

To Do This:	Do This:
Specify an exact pen size	Choose **Pen Size** from the **Layout** menu. Enter the desired height and width in the **Pen Size** dialog box, then click **OK**.
Change the color or pattern of object borders	Click the **Pen Color** or **Pen Pattern** tool, then choose the desired color or pattern. See *Changing Border Colors or Patterns* later in this section.
Remove the border from an object	Click the **Pen** tool, then choose **Pen Off** from the pop-up menu. If only one object is selected, you can click the Pen tool to turn the border off or on.
Change the color or pattern that fills an object	See *Changing Fill Colors or Patterns* later in this section.
Remove the color or pattern that fills an object	Click the **Fill** tool, then choose **Fill Off** from the pop-up menu.

3 When you are finished editing the graphic objects, click on the Button Bar to return to the Document Editor.

Editing Text Objects

Formatting Text in Text Objects

You can choose formats for a text object (such as font, size, and text style) before you type the text, or you can format existing text in a text object.

To apply formats to an entire text box, click the text box to select it, then choose the formats you want from the Font, Size, and Style menus.

To apply formats to part of a text object, double-click the object. The insertion point appears inside the text box. Select the text you want to format, then choose the formats you want from the Font, Size, and Style menus.

HINT: To change the color of the text, select the text or the object, then choose **Text Color** from the **Style** menu.

Stretching or Condensing Text in Text Objects

To stretch or condense text in a text box, choose **Group** from the **Arrange** menu after you create the text box and type or insert text. (The text object must be selected.) After grouping the text object, size the grouped object smaller to condense the text or larger to stretch it.

Skewing Text in Text Objects

To skew text, enter text in a text object, rotate the object, then choose **Group** from the **Arrange** menu. Drag a sizing handle to size the grouped text object.

Here are some examples of regular, stretched, condensed, and skewed text.

Type regular text in a text box.

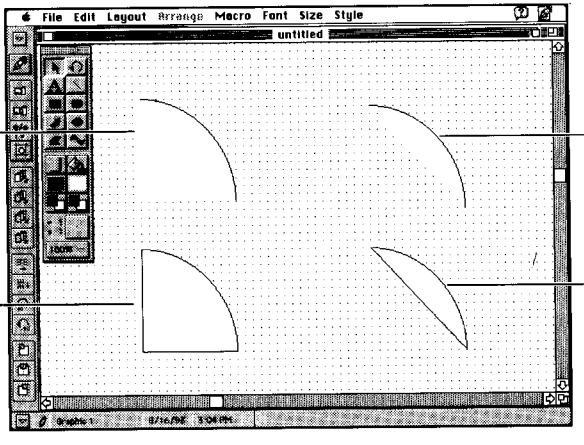
Group and size the box larger to stretch the text.

Or group and size it smaller to condense the text.

Or rotate, group, and size to skew text.

Changing Arc Types

You can use four types of arcs in WordPerfect's Graphics Editor.



Wedge. The fill pattern fills the space between the arc and the center of the oval.

Closed wedge. WordPerfect closes the wedge.

Chord. The fill pattern fills the space between the arc and an invisible straight line connecting the ends of the arc.

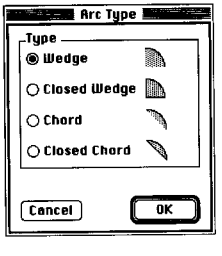
Closed Chord. WordPerfect closes the arc with a line connecting the ends of the arc.

WordPerfect is preset to use the wedge arc type.

To change an arc type,

1 Select the arc you want to change.

2 Choose **Arc Types** from the **Layout** menu.



3 Select the type of arc you want, then click **OK**.

HINT: If you want to change the default arc type, omit step 1. After step 3, choose **Save Settings** from the **Edit** menu.

Editing Bézier Curves

1 Double-click the curve.

2 Click any anchor point to select it.

The control points associated with the anchor point appear.

3 Drag any anchor or control point you want to move.

When you drag a control point from side to side, the opposite control point moves in a linear fashion. If you want the opposite control point to remain fixed, hold down ⌘ while you drag.

When you drag a control point toward or away from the anchor point, the opposite control point does *not* move to match the distance of the other control point from the anchor point. If you want the opposite control point to match the distance, hold down **Option** while you drag.

HINT: If a control point and anchor point overlap, WordPerfect selects the anchor point when you click them. If you want to select the control point, hold down ⌘ while you click.

When you move anchor or control points, you can hold down Shift to constrain their movements to vertical, horizontal, or 45° angles.

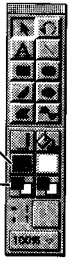
Changing Border Colors or Patterns

To change the pen color or pattern for borders around objects,

1 Select the object(s) if you want to change the border color or pattern of an object (or several objects).

If you do not select an object, you can change the border color or pattern, then draw an object using the new settings.

2 Click the **Foreground** (front) square in the **Pen Color** tool, then choose a color from the pop-up palette.



3 If you want the border to use a different pattern, choose the desired pattern from the **Pen Pattern** tool.

HINT: To change the background color used in the new pattern, click the **Background** square in the **Pen Color** tool, then choose the desired color.

PROBLEM? If you use the solid white pen pattern (which does not use a foreground color), any foreground color you choose with the Pen Color tool will not display unless you change the pen pattern.

PROBLEM? If you use the solid black pen pattern (which does not use a background color), any background color you choose with the Pen Color tool will not display unless you change the pen pattern.

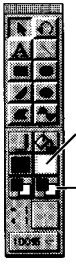
Changing Fill Colors or Patterns

To change the fill color or pattern of graphic objects,

1 Select the object(s) if you want to change the fill colors or patterns of an object (or several objects).

If you do not select an object, you can change the fill color or pattern, then draw an object using the new settings.

2 Click the **Background** (back) square in the **Fill Color** tool, and choose the background color you want.



The background color fills the entire object unless you change the fill pattern.

3 Click the **Fill Pattern** tool if you want to fill the object(s) with a pattern.

HINT: To change the foreground color used in the new pattern, click the **Foreground** (front) square in the **Fill Color** tool, then choose the desired color.

PROBLEM? If you use the solid black fill pattern (which does not use a background color), any background color you choose with the Fill Color tool will not be displayed.

PROBLEM? If you use the solid white fill pattern (which does not use a foreground color), any foreground color you choose with the Fill Color tool will not be displayed.

Saving Attribute Settings

Use the Get Attributes command to save the attribute settings of an object, so you can use them for drawing new objects in the current Graphic window.

The attributes of an object include:

- Pen size, color, and pattern
- Fill color and pattern
- Pen setting (on or off)
- Fill setting (on or off)
- Rounded corner radius (if applicable)
- Arc type (if applicable)
- Font, size, and text style (if applicable)

1 Select the object whose attributes you want to use.

You can only get the attributes of a single object. If no objects are selected or if more than one object is selected, the Get Attributes command is dimmed on the menu.

2 Choose **Get Attributes** from the **Layout** menu.

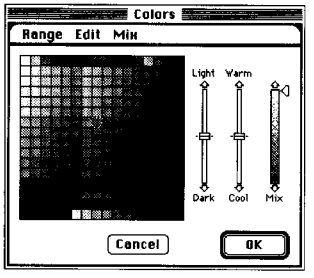
The new default attributes affect new objects in the current Graphic window only. If you want to save the new settings as permanent default settings, choose **Save Settings** from the **Edit** menu. For more information, see *Customizing the Graphics Editor* in *Chapter 15: Customizing WordPerfect.*

Changing Colors on the Color Palette

If you have a color monitor, you can use the Color Palette dialog box to change the colors available on the color palette in the Graphics Editor.

HINT: For information about editing the colors available in the Document Editor, see *Editing Colors Using the Color Wheel* later in this section.

1 In the Graphics Editor, choose **Colors** from the **Edit** menu.



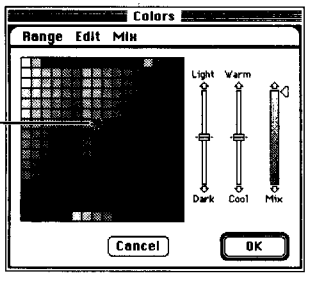
2 Click any color to select it.

or

Drag across multiple colors to select more than one.

Although you can select the first and last colors on the palette, the system does not let you change them; they are reserved for black and white.

The colors you select are outlined in white.



3 Use the options in the dialog box to change the selected color(s).

To Do This:	Do This:
Mix any color or group of colors with a single color from the palette	Hold down **Option**, then click the color you want to use for mixing. Use the Mix slider to blend the selected palette color(s) with the mix color. The color changes as you scroll, but the mix color stays the same.
Change the percentage of red or blue in a color or group of colors	Use the Warm/Cool slider. The new colors appear on the palette as you scroll.
Change the brightness of a color or group of colors by adding black or white	Use the Light/Dark slider. The new colors appear on the palette as you scroll.
Create a graduated mix between the first and last color in a group of selected colors	Choose **Blend** from the **Range** menu.
Create a rainbow between the first and last color in a group of selected colors	Choose **Rainbow** from the **Range** menu. The first and last colors selected are used to define a portion of the color wheel. These two colors do not change.
Change a color to its complementary color— the color on the opposite side of the color wheel (this option also works for a group of colors)	Choose **Complement** from the **Range** menu.
Copy any color or group of colors and paste them at another part of the palette	Choose **Copy** from the **Edit** menu, select the color(s) you want to replace, then choose **Paste** from the **Edit** menu.

To Do This:	Do This:
Use the Macintosh System color wheel to change the hue, saturation (intensity), or brightness of a single color	Double-click the color you want to change, make the desired changes, then click **OK**. See *Editing Colors Using the Color Wheel* later in this section for more information.
Undo the last change you made to the palette	Choose **Undo** from the **Edit** menu.
Undo all changes you have made since you opened the Color Palette dialog box	Choose **Revert** from the **Edit** menu.

HINT: If you want to create an object filled with blended colors or several objects with a gradation of color, use the Replicate feature. See *Arranging Objects in Graphics* later in this chapter for information about replicating.

4 Click **OK** to accept the changes and close the dialog box.

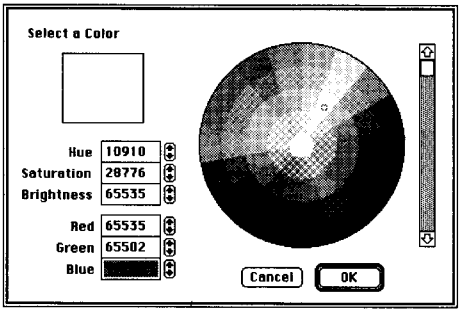
Once you click OK, the changes you made to the color palette affect the pen, fill, and text colors of the current Graphic window. Any existing objects remain their original color. All new objects are created using colors from the new palette. The new colors are not in effect for other Graphic windows.

Editing Colors Using the Color Wheel

1 Open the **Color Wheel** dialog box.

To open the Color Wheel dialog box in the Graphics Editor, choose **Colors** from the **Edit** menu, then double-click the color you want to edit.

HINT: You can also use the color wheel to edit a color in the Document Editor. To do so, double-click a color in any dialog box that lets you choose a color.



2 Use the dialog box options to change the selected color.

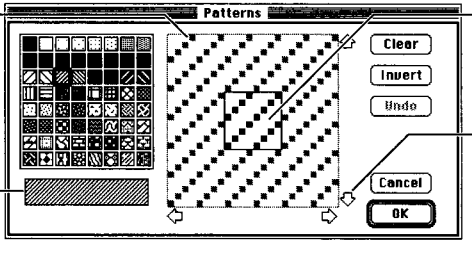
To Do This:	Do This:
Choose a new color	Click a new location on the color wheel.
Change the hue of a color (the percentage of red, green, or blue)	Click one of the **Hue** arrows, or type a value in the **Hue** text box.
Change the saturation level (or intensity) of a color	Click one of the **Saturation** arrows, or type a value in the **Saturation** text box.
Change the brightness of a color (the percentage of white or black)	Click one of the **Brightness** arrows, type a value in the **Brightness** text box, or click one of the slider arrows.

3 Click **OK** to accept the changes and close the color wheel.

Changing Patterns on the Pattern Palette

Use the Patterns dialog box to change the patterns available on the pattern palette.

1 In the Graphics Editor, choose **Patterns** from the **Edit** menu.



The dots that make up the pattern are enlarged, so you can edit them easily.

The bar under the pattern palette shows how the pattern looks at normal size.

The basic set of dots that make up that pattern is displayed in black and white in the center of the magnified pattern.

The four scroll arrows shift the pattern dots in the direction of the arrow.

2 Click any pattern to select it for editing.

The default pattern palette contains 64 patterns. You can use any of these default patterns or create your own.

You may want to select a pattern similar to the one you want to create, or you can choose the solid black or white pattern if you want to create a pattern from scratch.

When you edit a pattern, the new pattern will replace the original pattern on the palette in the current Graphic window. Do not edit a pattern you intend to use again in the current window.

3 Move the pointer into the **Edit Pattern** window, then click any white dots you want to turn black and any black dots you want to turn white.

HINT: To change a group of dots, drag across them.

You can click the dots in the basic set (in the middle) or in the rest of the **Edit Pattern** window.

4 Use the buttons in the dialog box as needed.

To Do This:	Click This:
Change all the dots in the pattern to white	Clear button
Change all black dots to white and all white dots to black	Invert button
Restore the original pattern you were editing	Pattern in the default palette in the dialog box
Cancel your most recent change to the pattern	Undo button
Cancel any changes you have made to any patterns, and close the dialog box	Cancel button
Save the changes you have made to the patterns, and close the dialog box	OK

Your edited patterns are in effect for all of the pattern palettes in the current Graphic window only.

Sizing or Cropping Graphics

Use the Document Editor to size a graphic or crop a graphic within a graphic box. Use the Graphics Editor to size one or more objects in a graphic.

This section includes:

- Sizing or Cropping Graphics in the Document Editor
- Sizing Objects in the Graphics Editor

Sizing or Cropping Graphics in the Document Editor

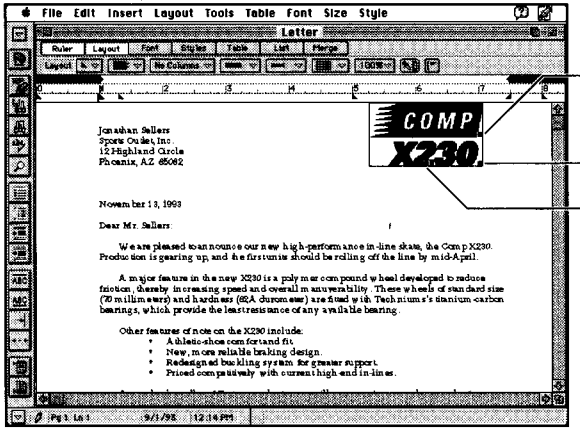
Sizing Graphics

1 Click the graphic to select it.

Sizing handles appear on the box. Be careful not to double-click because doing so opens the Graphics Editor.

2 Drag any sizing handle to increase or decrease the size of the graphic.

If you want to increase or decrease the size of the graphic proportionally, hold down **Shift** and drag a handle.



Drag the right handle to change the width of the graphic.

Drag the corner handle to change the height and width of the graphic.

Drag the bottom handle to change the height of the graphic.

3 Click anywhere outside the box to turn off the selection.

HINT: You can also use the Box Options dialog to resize a graphic and its box. With the graphic selected, choose **Graphic** from the **Tools** menu, then choose **Options.**

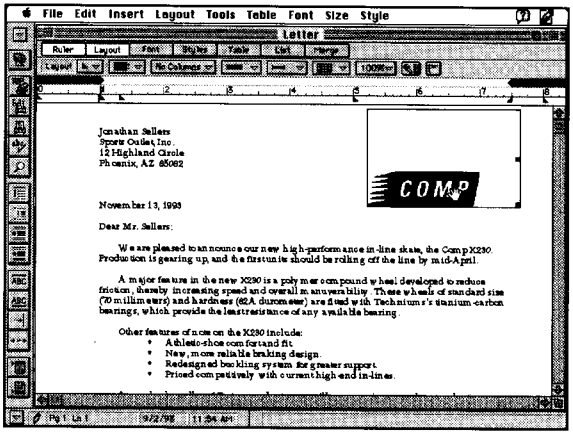
Cropping Graphics

To crop a graphic, you can move a graphic within its box or you can change the size of the box without changing the size or position of the graphic inside.

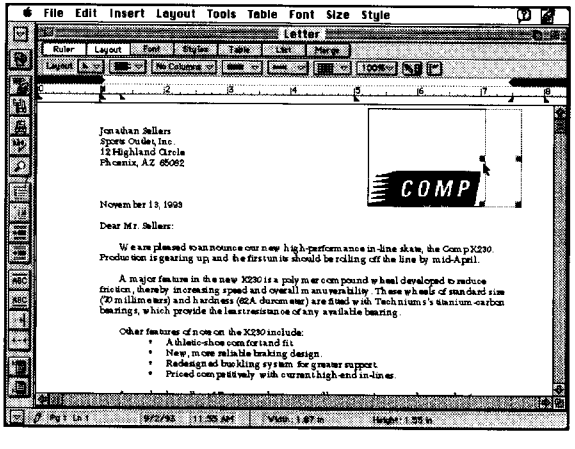
1 In the Document Editor, click the graphic to select it.

2 To move the graphic within the box, place the pointer inside the box, hold down ⌘, and drag the graphic to a new location in the box.

The pointer changes to a hand. Any part of the graphic that is moved outside the perimeters of the box is cut off from view.



3 To change the size of the box without changing the size or position of the graphic inside, hold down ⌘, and drag a sizing handle.



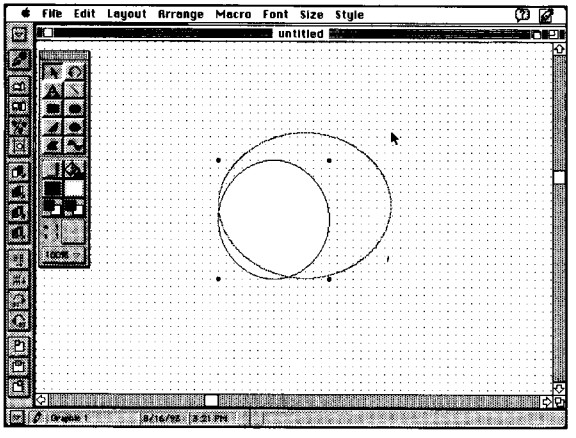
Sizing Objects in the Graphics Editor

Graphic objects are the units that make up graphics. A graphic may contain one or more individual objects.

To size an object,

1 Make sure the Pointer tool is selected, then select the object(s) you want to size.

2 Drag one of the handles of the selected object to size it.



If you want to maintain the proportions of an object while you size it, hold down **Shift** while you drag.

When you size a text object, the size of the text remains the same. If you want to change the size of the text as well as the box, group the text object, then size it.

If you select multiple objects, all the selected objects change size in proportion to the object whose handle you drag. If you want to maintain spatial relationship between objects while sizing, group the objects before sizing them.

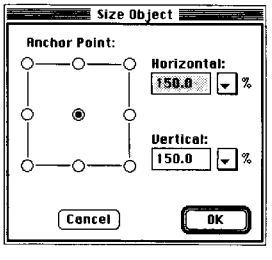
You can also use the Size Object dialog box to size objects to exact proportions.

Using the Size Object Dialog Box

1 Select the object(s) you want to size.

If you want to maintain the spatial relationships among multiple objects while you size, group the objects first.

2 Choose **Size** from the **Arrange** menu.



3 Click the anchor point in the direction you want to size.

For example, if you want the object(s) to increase in size from the center of the object, click the center point. If you want the object to decrease in size from the lower left to the upper right corner, click the upper right corner point.

4 Type the horizontal and vertical percentages by which you want the object sized.

or

Choose preset sizing percentages from the **Horizontal** and **Vertical** pop-up menus.

5 Click **OK**.

Moving Graphics

To move an object in the Graphics Editor, drag it to the desired location.

HINT: You can also move objects forward or backward to change the stacking order of objects. See *Arranging Objects in Graphics* later in this chapter for more information.

To move a graphic in the Document Editor,

1 Click the graphic to select it.

Sizing handles appear around the box.

2 Place the pointer anywhere inside the box, then drag the graphic to a new location.

Be careful not to drag a sizing handle. This will resize the box rather than move it.

You can drag a graphic to a new location in the current document. If you use System 7.5, you can also drag a graphic from one page to another page or to another document or the desktop.

When you move a graphic by dragging it, it becomes anchored to the page, and text wraps to one side of the box.

Anchoring Graphics

When you create a graphic, it is anchored to the current line of text, which means that WordPerfect will treat it like a single character. If you add or delete text before the graphic, the graphic will move with the text that surrounds it. Any text you type next to the box aligns at the bottom of the box.

When you drag a graphic, it becomes anchored to the page, which means it will stay in the same horizontal and vertical position on a page, regardless of whether you add or delete text in the document. Text flows around the box without changing the position of the box.

When you create a graphic, a Figure Box code is inserted in the document at the insertion point. If you move the graphic on the page, and then add or delete enough text that the code moves to a different page, the graphic moves to that page as well, but it stays in the same horizontal and vertical position on the new page as it was on the previous page.

You can also anchor a graphic to a paragraph so that it will stay in the same position relative to the top left of the paragraph that contains the Figure Box code, regardless of how much text you add or delete in front of the box. This is particularly useful for creating drop caps that you want to be associated with a specific paragraph.

HINT: If you want to create a graphic that is anchored to a paragraph, select the graphic, then choose **Graphic** from the **Tools** menu. Choose **Options**, then select **Paragraph** from the **Anchor To** pop-up menu.

If you anchor a graphic to a paragraph, it will be anchored to the paragraph that contains the Figure Box code. If the Figure Box code moves to a new page, everything between the beginning of the paragraph that contains the code and the box itself moves to the new page.

HINT: Using System 7.5, if you anchor a box to a paragraph and then move the box to a new position, it becomes anchored to the paragraph you drag it to.

Arranging Objects in Graphics

After you create or insert one or more objects in the Graphics Editor, you can arrange them using various commands available in the Graphics Editor.

This section includes:

- Aligning Objects
- Moving Objects Forward or Backward
- Rotating Objects
- Flipping Objects
- Grouping Objects
- Locking Objects

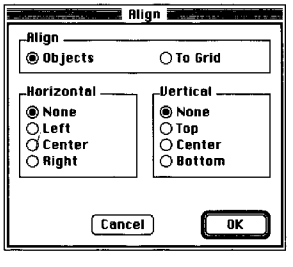
HINT: The Graphics Button Bar includes buttons for many of the commands used to arrange objects. See *Graphics Basics* earlier in this chapter for more information.

Aligning Objects

Use the Align dialog box to align objects with each other or with the grid. You can align objects horizontally or vertically.

1 Select the objects you want to align.

2 Choose **Align** from the **Arrange** menu.



3 If you want to align the objects with each other, select **Objects**.

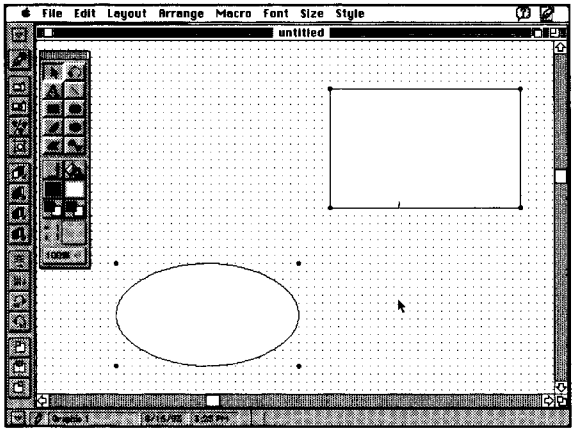
or

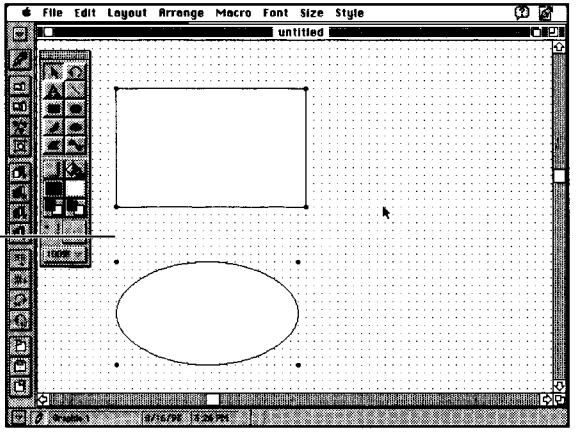
If you want to align the objects with the grid, select **To Grid**.

4 Select the radio buttons corresponding to the horizontal and vertical boundaries along which you want the objects aligned.

When you align objects horizontally, you can align them along their left boundaries, right boundaries, or along an imaginary line running vertically through the center of the objects.

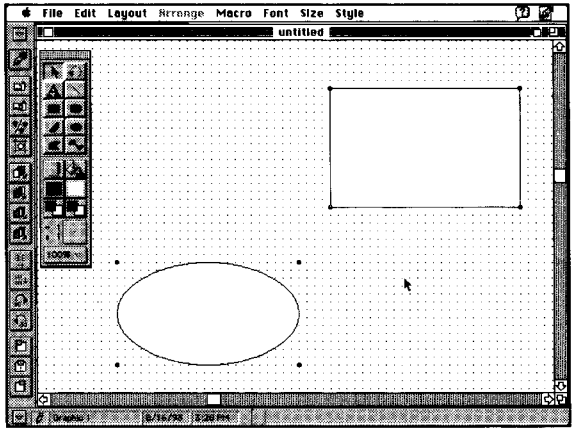
HINT: If you use the Align command when only one object is selected, the object is aligned in relation to the margins. If you use Align when two or more objects are selected, they are aligned in relation to each other.

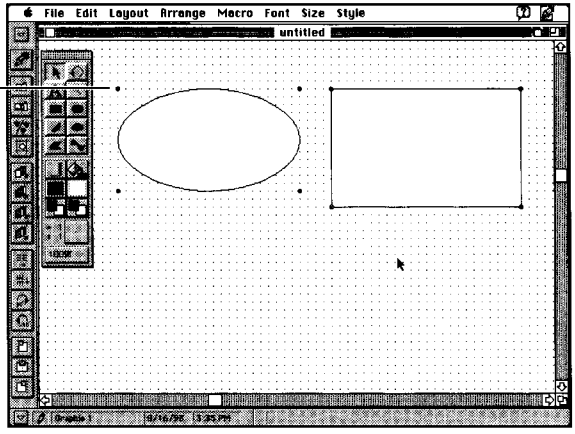




The two objects are now aligned horizontally along their left boundaries.

When you align objects vertically, you can align them along their top boundaries, bottom boundaries, or along an invisible line running horizontally through the center of the objects.



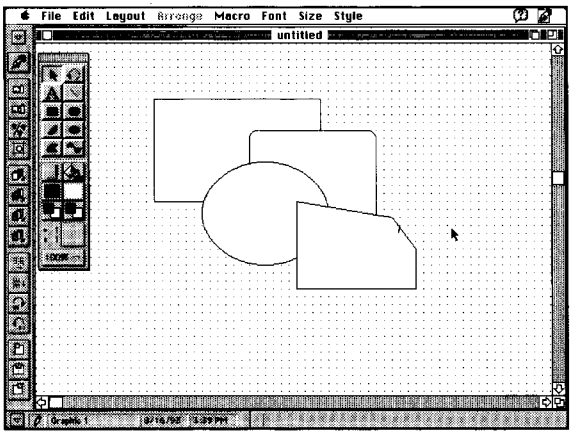


The two objects are now aligned vertically along their top boundaries.

Moving Objects Forward or Backward

Every object you draw is created on a different level of the Graphic window. If you move all the objects into one position, they will be stacked on top of each

other. Use the Move Backward, Move Forward, Move to Back, and Move to Front commands to change the stacking order of objects.



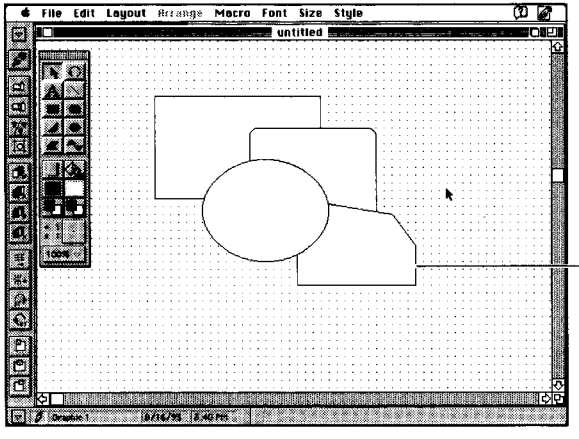
1 Select the object(s) you want to move.

2 Choose **Move Backward** or **Move Forward** from the **Arrange** menu if you want to move the object(s) one level backward or forward.

   or

   Choose **Move to Back** or **Move to Front** from the **Arrange** menu if you want to move the object(s) to the back or front levels of the Graphic window.

If you selected more than one object, the selected objects retain their order relative to each other.



This object was moved back one level.

Rotating Objects

Use the Rotation Tool or the Rotate dialog box to rotate an object in a graphic.

Using the Rotation Tool

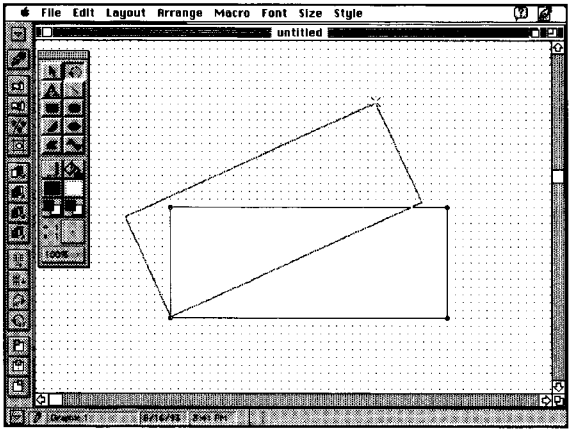
1 Select the object(s) you want to rotate.

2 Click on the **Graphics** tool palette.

3 Click the handle at the opposite corner from the handle around which you want the object(s) rotated.

For example, if you want to rotate an object around the lower left handle, click the upper right handle.

4 Drag the handle to a new position.



When you release the mouse button, all the selected objects rotate, each relative to its own corresponding handle. If you want all the objects to rotate around a single point, group them before using the Rotation tool.

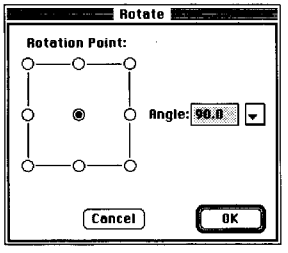
HINT: You can constrain the rotation to multiples of 45° angles by holding down Shift while you rotate the object(s).

Using the Rotate Dialog Box

Use the Rotate dialog box when you want to rotate an object to precise angle measurements or around a point other than a selection handle.

1 Select the object(s).

2 Choose **Rotate** from the **Arrange** menu.



3 Click the rotation point around which you want the object(s) rotated.

4 Type the angle (in degrees) you want the object(s) rotated.

or

Choose an angle from the pop-up menu.

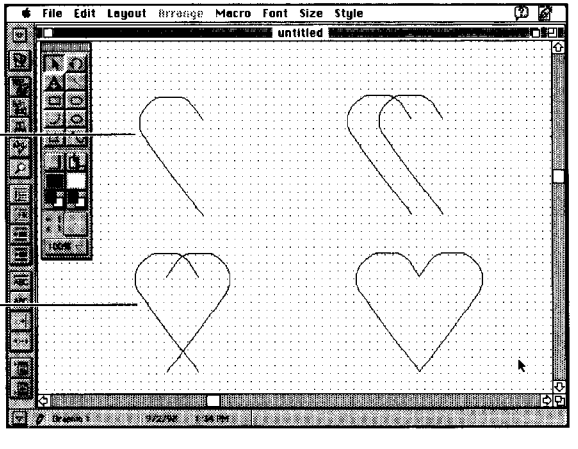
Any number between -360 and 360 is a valid angle. A positive angle rotates the object(s) clockwise. A negative angle rotates the object(s) counter-clockwise.

5 Click **OK**.

Each selected object rotates around its own anchor point. If you want them all to rotate around a single point, group the objects before you rotate them.

Flipping Objects

Use the Flip Horizontal or Flip Vertical commands to flip an object around its axis. These features are useful for creating symmetrical drawings. By duplicating an object, then flipping the duplicate, you can create a mirror image of the original object.



This half of the heart was drawn first, then duplicated.

The duplicate was then flipped horizontally and moved into position.

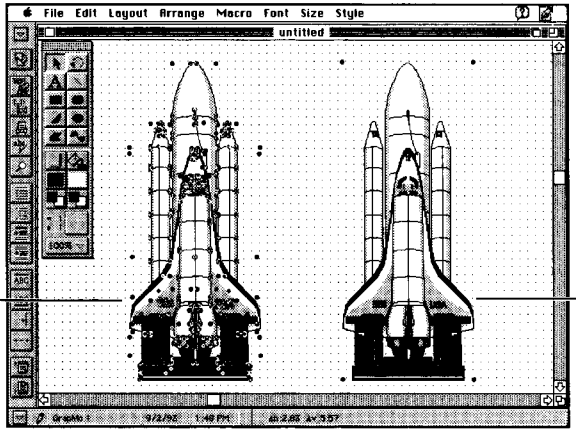
1 Select the object(s) you want to flip.

2 Choose **Flip Horizontal** or **Flip Vertical** from the **Arrange** menu.

If you select multiple objects, each object flips relative to its own axis. If you want to flip multiple objects around a single axis, group the objects before you flip them.

Grouping Objects

Use the Group command to group a set of selected objects as a single object. Group objects when you want to move them as a group, size them while maintaining their relative positioning, or protect them from accidental changes.



Not grouped — *Grouped*

1 Select the objects you want to group.

2 Choose **Group** from the **Arrange** menu.

Four handles appear showing that the objects are now being treated as a single object.

You can rotate, cut, copy, move, delete, or perform any of the Graphic commands on a grouped object. You can even group a grouped object with other objects.

You cannot edit the individual parts of a grouped object unless you ungroup it.

Ungrouping Objects

To separate a grouped object into its component objects,

1 Select the grouped object you want to ungroup.

2 Choose **Ungroup** from the **Arrange** menu.

Handles appear around each object. All objects from the group are selected.

WordPerfect ungroups objects one level at a time. For example, if you group two sets of grouped objects, ungrouping them once will only separate the first and second sets. If you want to ungroup the objects in each set, select them, then choose Ungroup again.

Locking Objects

Use the Lock command to protect an object from accidental changes. Locked objects cannot be edited, moved, sized, or deleted. Locking objects is also useful when you want to select and modify some objects in the Graphic window and not others.

For example, if you want to move all but one of several objects, you can lock the object you want to remain fixed. You can then select and move all the objects, and the locked object will be unaffected by the move even though it is selected.

1 Select the object(s) you want to lock.

2 Choose **Lock** from the **Arrange** menu.

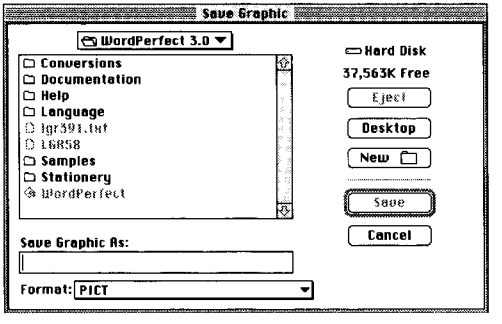
Although you cannot move, change, or delete locked objects, you can select, copy, duplicate, and replicate them.

HINT: If you want to edit a locked object, select the object, then choose **Unlock** from the **Arrange** menu.

Saving Graphics

Use the Save Graphic As feature to save the objects in the current Graphic window in a separate file from the active document.

1 In the Graphics Editor, choose **Save Graphic As** from the **File** menu.



2 Open the disk and folder where you want the graphic saved.

If you need help using a directory dialog box to change disks and open folders, see *Filing* in *Chapter 8: Saving and Managing Documents.*

3 Type a name for the document in the text box.

4 If you want to specify the format of the graphic, choose an option from the **Format** pop-up menu.

You can choose PICT or a WordPerfect Graphic format.

5 Click **Save**.

The graphic is saved in a file on the active disk. The active copy of the graphic (with the original document) remains open in the Graphics Editor, so you can continue to make changes.

HINT: To save a graphic with a document, choose **Save** from the **File** menu in either the Document Editor or the Graphics Editor. For more information about saving documents, see *Chapter 8: Saving and Managing Documents.*

Framing Graphics

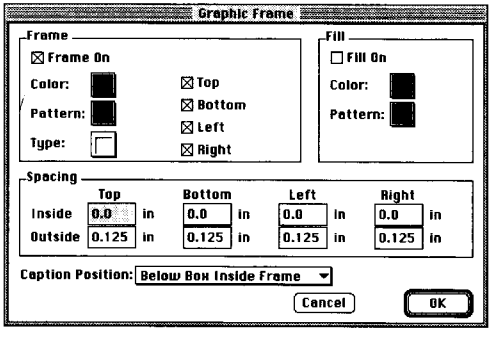
Use the Frame feature to add a frame to a graphic or movie or edit the frames around graphic boxes.

HINT: You can also frame text boxes and equation boxes. See *Adding Text Boxes* in *Chapter 5: Creating Documents* or *Using Equation Boxes* in *Chapter 11: Working with Equations.*

1 In the Document Editor, click the graphic you want to frame.

2 Choose **Graphic** from the **Tools** menu, then choose **Frame.**

HINT: If you want to frame a movie, choose **Movie** (instead of **Graphic**) from the **Tools** menu.



3 Make sure the **Frame On** checkbox is selected.

4 Choose a frame type from the **Type** pop-up menu.

5 Select additional options if desired.

To Do This:	Do This:
Choose a frame color	Choose a color from the frame **Color** pop-up palette. If you are using a color monitor, you can edit the color by double-clicking it. The color wheel opens. For information about using the color wheel, see *Editing Graphics* earlier in this chapter. If you are using a black and white (or less than 8-bit color) monitor, you can choose Other from the pop-up menu to specify a color or percentage of gray. For more information about color, see *Graphics Basics* earlier in this chapter.
Choose a frame pattern	Choose a pattern from the frame **Pattern** pop-up palette.
Fill the area inside the frame with a color or pattern	Choose a color and pattern using the **Fill** pop-up palettes.
Create a frame without sides or without a top and bottom	Deselect the **Top**, **Bottom**, **Left**, or **Right** checkboxes.
Change the spacing between the graphic and the frame or between the document text and the frame	Make changes in the **Spacing** boxes. By default, document text is spaced .125 inches from the graphic box, and the graphic rests against the frame unless you change this setting.
Choose a position for a caption	Select an option from the **Caption Position** pop-up menu.

6 Click **OK** to accept the changes and close the dialog box.

Captioning Graphics

Use the Caption feature to add a caption to a graphic or movie. The caption appears with the graphic (or movie) wherever it is moved.

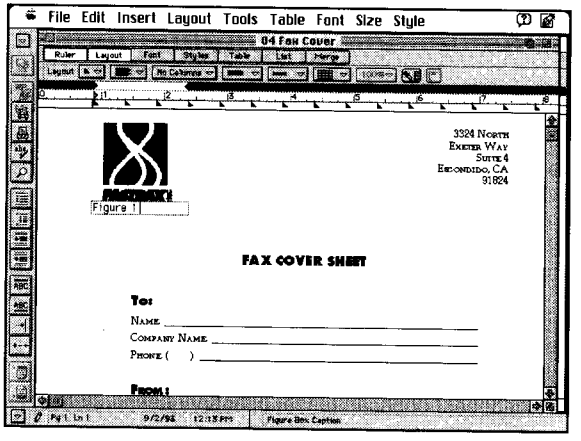
HINT: You can also caption a text box. See *Adding Text Boxes* in *Chapter 5: Creating Documents.*

1 In the Document Editor, click the graphic to select it.

2 Choose **Graphic** from the **Tools** menu, then choose **Caption**.

HINT: If you want to caption a movie, select the movie, then choose **Movie** (instead of **Graphic**) from the **Tools** menu.

A caption box appears at the bottom of the graphic with the word "Figure" followed by a number. The box is renumbered if more graphic boxes or boxes of the same label and type are created in front of it in the document.



You can delete the word and number if you choose. WordPerfect keeps track of the box number even if the number does not appear in the caption.

HINT: You can also change the Figure Box caption style (to affect all graphic captions) using the Edit Style feature. See *Editing Styles* under *Formatting with Styles* in *Chapter 14: Saving Time with Automated Tasks.*

3 Type the caption.

A caption can use as many as 32K, but it must fit on a single page. You can format the text (using text styles, fonts, and sizes) any way you like.

PROBLEM? If the graphic is too narrow, the entire caption may not be visible. In this case, you may want to choose a smaller font for the caption.

If you generate a list of figures, the caption text you type is included in the list. For more information, see *Generating Lists* in *Chapter 5: Creating Documents.*

Editing Captions

Once you click outside a graphic box so that it is no longer selected, the box around the caption disappears, and the caption becomes a part of the graphic box.

To edit a caption,

1 Click the graphic to select it.

Sizing handles appear around the box. Notice that the caption is now included as part of the box.

2 Choose **Graphic** from the **Tools** menu, then choose **Caption**.

HINT: If you want to edit the caption of a movie, select the movie, then choose **Movie** (instead of **Graphic**) from the **Tools** menu.

You can also double-click the caption. A box reappears around the caption. The insertion point is placed inside the box, so you can edit text.

3 Edit the caption text.

If you want to remove the entire caption, simply delete all of the text, including the box number information. The caption box disappears when you click outside the graphic box.

4 Click outside the box to accept the changes and close the caption box.

Renumbering Graphics

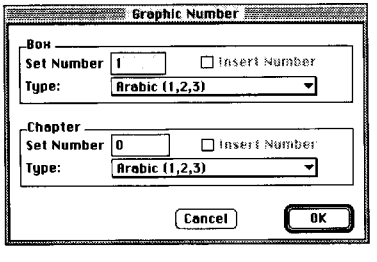
When you create a graphic, WordPerfect assigns a number to the box. If you add a caption, the box number appears in the caption. Whether or not you caption the graphic, WordPerfect keeps track of the number assigned to each graphic. This is useful when you want to cross-reference figures or generate a list of figures in your document.

To renumber a graphic, or change numbering to Roman numerals or to letters,

1 Place the insertion point before the first graphic you want to renumber.

If you have moved the graphic from its original position, make sure to place the insertion point before the Figure code associated with the graphic. Choose **Show Codes** from the **Edit** menu to display the formatting codes.

2 Choose **Graphic** from the **Tools** menu, then choose **Number**.



3 If you want to change the number, type a new number in the **Set Number** box.

This number appears only when you add a caption to the graphic.

Choosing a new number for the selected graphic renumbers subsequent boxes of the same label type.

4 If you want to change the numbering style, choose a new option from the **Type** pop-up menu.

You can choose from Arabic, Lowercase Roman, Uppercase Roman, or Letters. The value in the Set Number box is always displayed in Arabic numerals.

5 Click **OK** to accept the changes and close the dialog box.

HINT: If you want to number a graphic apart from the other graphics in your document, assign a label other than "Figure" to the box. See *Labeling Graphics* below for more information.

Adding Chapter Numbers

If you are working with a document that contains several sections or chapters, you might want to add a chapter number to your box numbering style. For example, if you add a chapter number and a decimal before the box number in the style, numbers will appear as 1.1, 1.2, 1.3, and so forth, in the captions.

Use the Chapter feature to add a chapter (or section) number to the box number in the box caption.

1. Click **Styles** on the **Control** Bar to open the **Styles** bar, then click **Edit** on the **Styles** bar.
2. Select the **Figure Box Caption** style in the list box.

   or

   If you want to add a chapter number to captions of text boxes, table boxes (boxes labeled "Table"), or user boxes (boxes labeled "User"), select the appropriate style in the list box.
3. Click **Edit**.

The style editing window appears.

4. Place the insertion point in front of the number in the editing window.
5. Choose **Graphic** from the **Tools** menu, then choose **Number**.
6. Click the **Insert Number** checkbox in the **Chapter** section, then click **OK**.

A chapter number appears in the editing window.

You should not change the chapter number in the style editing window. To set the chapter number of a graphic box, use the **Graphic Box Number** dialog box after you close the style editing window.

7. Add punctuation between the two numbers.

You can add a decimal, a dash, or any other punctuation to separate the two numbers.

8. Click the close box in the style editing window.

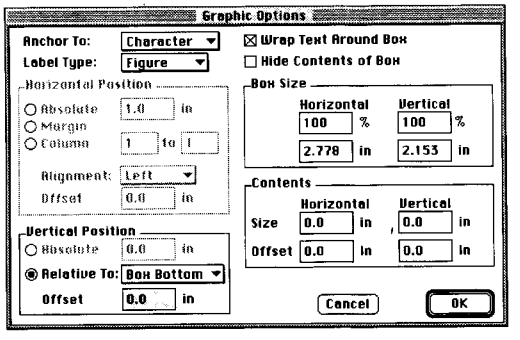
Captions in your document are updated to reflect the style change.

Labeling Graphics

You can label a graphic box so that it will be numbered with a different set of boxes or so that it will be listed with a different set of boxes when you generate a list.

1 Click the graphic to select it.

2 Choose **Graphic** from the **Tools** menu, then choose **Options**.



3 Choose an option from the **Label Type** pop-up menu.

You can label it as Figure, Table, Text, or User, regardless of the actual contents of the box.

HINT: If you choose "Figure," it will be numbered or listed with the other graphics in the document. If you choose "Table," it will be numbered or listed with only the boxes that you have labeled "Table" boxes.

4 Click **OK**.

The graphic will be numbered or listed with the other boxes having the same label.

For more information about generating lists of figures, see *Generating Lists* in *Chapter 5: Creating Documents.*

Changing Graphics Box Options

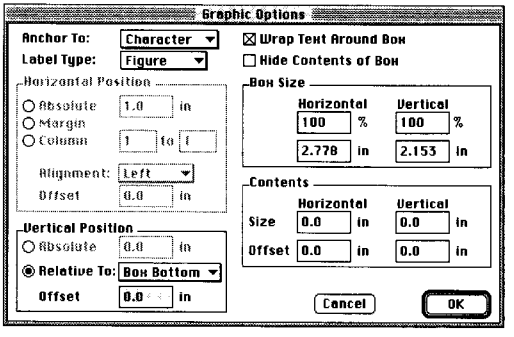
Use the Graphics Options dialog box to make choices about how you want a graphic box to function. You can:

- Anchor the box as a character or to a page or paragraph
- Label the box as a figure, table, text, or user box
- Align a box in relation to page or column margins
- Change the horizontal and vertical position of the box
- Change the position of text outside the box
- Hide the contents of the box
- Size and crop the box or move a graphic inside its box

1 Click the graphic box to select it.

2 Choose **Graphic** from the **Tools** menu, then choose **Options**.

HINT: If you want to change the options for a movie, select the movie, then choose **Movie** (instead of **Graphic**) from the **Tools** menu.



3 Select the appropriate options in the dialog box.

To do this:	Do this:
Change the anchoring type	Choose an option from the Anchor To pop-up menu. See *Moving Graphics* earlier in this chapter for more information about anchoring.
Label the graphic box	Choose an option from the Label Type pop-up menu. See *Labeling Graphics* above for more information about labels.
Change the position of the graphic box	Make changes in the Horizontal Position and Vertical Position sections of the dialog box. See *Changing Box Positions* below for more information.
Change the size of the contents without changing the size of the box	Make changes to the Size options in the Contents section of the dialog box.
Change the size of the box without changing the size of the contents	Make changes to the Box Size options in the dialog box.
Hide the contents of the box (on the screen and on the printed page)	Click **Hide Contents of Box**.

To do this:	Do this:
Wrap text around the box	Click **Wrap Text Around Box.** When this option is marked, text wraps around the box. If you turn off this option, text is displayed behind the box (as though the box did not exist). You can use this option to place text on both sides of a graphic; insert spaces or tabs to move text around the box any way you like.

You can also size, crop, and position boxes and graphics using the mouse and modifier keys. See *Moving Graphics* earlier in this chapter.

Changing Box Positions

The Graphic Options dialog box includes the following options for adjusting the horizontal position of graphic boxes:

Dialog box option:	Explanation:
Absolute (Page-anchored)	If you select this option, you can type a value in the text box. The left side of the box aligns with the corresponding position on the Ruler.
Margin (Page-anchored)	WordPerfect aligns the graphic with the margins according to the alignment type you specify (left, right, center, or justify). You can also use the Offset box to align the box a relative distance from the margin.
Column (Page-anchored)	WordPerfect aligns the graphic with existing columns (when columns are defined) according to the alignment type you specify. Left: The left side of the box aligns with the left margin of the column you specify in the first column text box. Right: The right side of the box aligns with the right margin of the column you specify in the second column text box. Center: The box is centered between the outside margins of the columns you specify. Justify: The box changes size so that the left and right sides of the box align with the left and right margins of the columns you specify. You can also use the Offset box to align the box a relative distance from column margins.

Dialog box option:	Explanation:
Alignment	WordPerfect aligns a page-anchored or paragraph-anchored box according to the option you specify. Left: The left side of the box aligns with the left margin of the paragraph that contains the box code. Right: The right side of the box aligns with the right margin of the paragraph that contains the box code. Center: The left and right sides of the box are centered between the left and right margins of the paragraph that contains the box code. Justify: The box changes size so that the left and right sides of the box align with the left and right margins of the paragraph that contains the box code. You can also use the Offset box to align the box a relative distance from the margins.
Offset	If you set a relative position (either Margin or Column), you can offset the box from that relative position. For example, if you want the box to be placed one inch from the left margin, select **Margin**, choose **Left** in the **Alignment** pop-up menu, then type 1 in the **Offset** box.

The Graphic Options dialog box includes the following options for adjusting the vertical position of graphics:

Dialog box option:	Explanation:
Absolute (Page-anchored)	If you select this option, you can set an exact location for the top edge of the box.
Relative To (Character-anchored)	When a box is anchored to a character, you can align the text next to the box in the following positions: Baseline: The baseline of the text aligns with the bottom of the box. Box Top: The top of the text aligns with the top of the box. Box Middle: The middle of the text aligns with the vertical center of the box. Box Bottom: The bottom of the text aligns with the bottom of the box.

Dialog box option:	Explanation:
Relative To (Page-anchored)	When a box is anchored to a page, the Relative To pop-up menu aligns the box vertically (between the top and bottom margins of the page) relative to one of four positions: Whole Page: The box changes size so the top and bottom sides of the box align with the top and bottom margins of the page. Page Top: The top of the box is aligned with the top margin of the page. Page Middle: The vertical center of the box is aligned with the vertical center of the page. Page Bottom: The bottom of the box is aligned with the bottom margin of the page. You can also use the Offset box to align the box a relative distance from those positions.
Offset	If you select the Relative To option, you can offset the box (or the text) from the relative position you choose in the pop-up menu. If, for example, you align a box with the Page Top and then type 1 in the Offset box, the box is placed 1 inch (or unit of measurement that you specify) from the top margin of the page.

Deleting Graphics

To delete a graphic in the Document Editor,

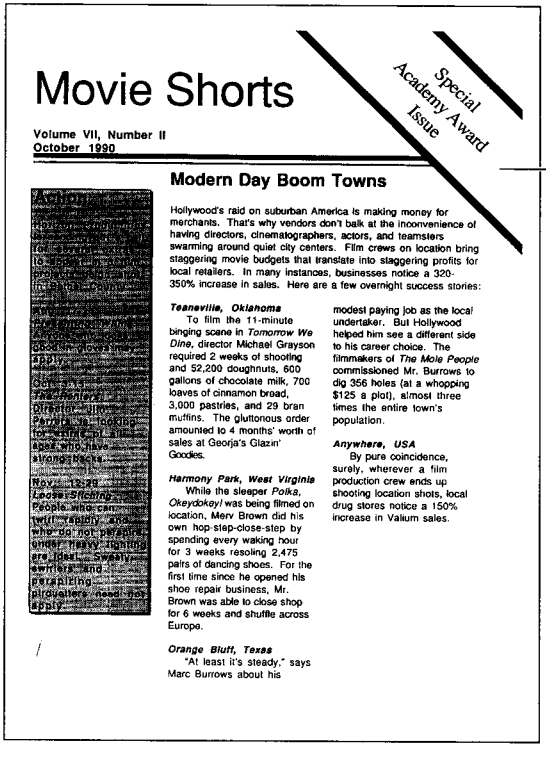
1. Click the graphic to select it.
2. Press **Delete** (**Backspace** on some keyboards).

To delete graphic objects in the Graphics Editor,

1. Select the object(s) you want to delete.
2. Press **Delete** (**Backspace** on some keyboards).
   or
   Choose **Clear** from the **Edit** menu.

Creating Graphic Overlays

Use the Overlay feature to place a graphic or text object over the current page of your document (similar to a transparency). You can use this feature for tasks such as illustrating over text or adding editing marks to a document.



Graphic overlay

HINT: An overlay appears on the current page only. If you want to create a graphic that will appear on a sequence of pages, you can copy the graphic, create an overlay on additional pages, and paste the graphic into each overlay, or you may want to create a single watermark (which appears beneath the text of the document.)

This section includes:

- Creating Overlays
- Editing Overlays
- Removing Overlays
- Turning Off Overlay Display

Creating Overlays

1 In the Document Editor, choose **Overlay** from the **Tools** menu, then choose **Draw**.

HINT: You can also hold down **Option** and click on the **Default** Button Bar.

A transparent drawing window appears over the current page of your document. The document appears underneath only as a reference for placing the overlay on the page. You cannot edit the text of the document while the overlay window is open.

2 Use the tools and drawing commands to create your overlay.

You can use the Paste command or the Insert File command to insert graphics from other applications, and you can edit an imported graphic using the drawing tools and commands.

For more information about using the drawing tools and commands, see *Graphics Basics* earlier in this chapter. For information about inserting or creating graphics, see *Inserting Graphics* or *Creating Graphics* earlier in this chapter.

3 Click on the Button Bar to close the drawing window.

You can also click the close box to close the drawing window.

Editing Overlays

1 Place the insertion point on the page that contains the overlay you want to edit.

2 Choose **Overlay** from the **Tools** menu, then choose **Draw**.

The drawing window appears with the existing overlay. You can make changes to the overlay without disturbing the document underneath.

3 Make editing changes to the overlay, then click on the Button Bar to close the overlay window.

Removing Overlays

To remove an overlay from a page,

1 Place the insertion point on the page that contains the overlay.

2 Choose **Overlay** from the **Tools** menu, then choose **Remove**.

3 Choose **Current Page Only** or **Whole Document**.

If you choose Whole Document, all overlays associated with the document will be removed.

4 Click **OK**.

HINT: You can also delete the overlay when the overlay drawing window is open. Choose **Select All** from the **Edit** menu, then press **Delete** (**Backspace** on some keyboards). You cannot use the codes window to remove an overlay; there is no Overlay code that appears in the codes window.

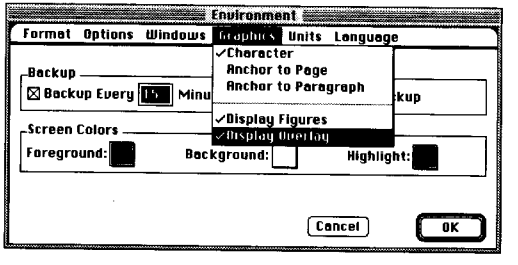
Turning Off Overlay Display

Turn off the overlay display if you don't want to see overlays in the Document Editor or if you want to speed up the program while working with documents that contain overlays. Turning off overlay display does not remove overlays from the document; it simply hides them while you edit the document. If you print a

document with Overlay Display off, the overlay will print. Overlays are also displayed in the Print Preview window.

1 Choose **Preferences** from the **Edit** menu, then click **Environment** in the Preferences window.

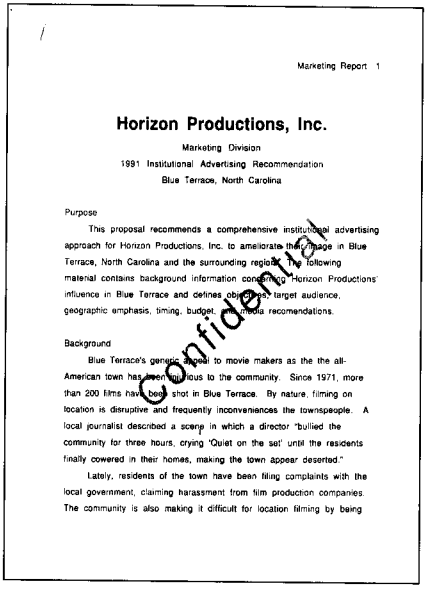
2 Choose **Display Overlay** from the **Graphics** menu in the dialog box to deselect it.



3 Click **OK**, then click the close box to close the Preferences window.

Creating Watermarks

Use the Watermark feature to place graphics or text objects behind the text of a document.



Marketing Report 1

Horizon Productions, Inc.

Marketing Division
1991 Institutional Advertising Recommendation
Blue Terrace, North Carolina

Purpose

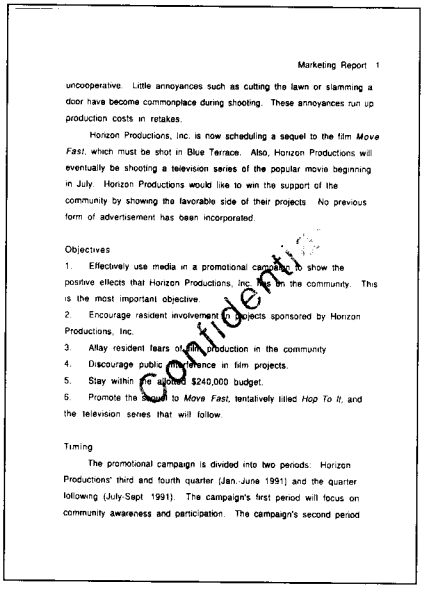
This proposal recommends a comprehensive institutional advertising approach for Horizon Productions, Inc. to ameliorate the image in Blue Terrace, North Carolina and the surrounding region. The following material contains background information concerning Horizon Productions' influence in Blue Terrace and defines objectives, target audience, geographic emphasis, timing, budget, and media recomendations.

Background

Blue Terrace's generic appeal to movie makers as the the all-American town has been tedious to the community. Since 1971, more than 200 films have been shot in Blue Terrace. By nature, filming on location is disruptive and frequently inconveniences the townspeople. A local journalist described a scene in which a director "bullied the community for three hours, crying 'Quiet on the set' until the residents finally cowered in their homes, making the town appear deserted."

Lately, residents of the town have been filing complaints with the local government, claiming harassment from film production companies. The community is also making it difficult for location filming by being

Confidential



Marketing Report 1

uncooperative. Little annoyances such as cutting the lawn or slamming a door have become commonplace during shooting. These annoyances run up production costs in retakes.

Horizon Productions, Inc. is now scheduling a sequel to the film *Move Fast*, which must be shot in Blue Terrace. Also, Horizon Productions will eventually be shooting a television series of the popular movie beginning in July. Horizon Productions would like to win the support of the community by showing the favorable side of their projects. No previous form of advertisement has been incorporated.

Objectives

1. Effectively use media in a promotional campaign to show the positive effects that Horizon Productions, Inc. has on the community. This is the most important objective.
2. Encourage resident involvement in projects sponsored by Horizon Productions, Inc.
3. Allay resident fears of film production in the community.
4. Discourage public interference in film projects.
5. Stay within the allotted $240,000 budget.
6. Promote the sequel to *Move Fast*, tentatively titled *Hop To It*, and the television series that will follow.

Timing

The promotional campaign is divided into two periods. Horizon Productions' third and fourth quarter (Jan.-June 1991) and the quarter following (July-Sept. 1991). The campaign's first period will focus on community awareness and participation. The campaign's second period

Confidential

You can create as many as two watermarks (A and B) for any page of your document. A watermark appears on the page where you create it and on every following page until you discontinue it or create another watermark of the same type (A or B).

For example, if you create Watermark A on page 1 and another Watermark A on page 2, the first Watermark A appears on page 1, and the new watermark begins on page 2.

You can also use watermarks on every page, alternating pages, or only specified pages.

This section includes:

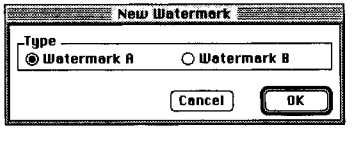
- Creating Watermarks
- Editing or Deleting Watermarks
- Discontinuing or Changing the Occurrence of Watermarks
- Suppressing a Watermark on the Current Page

Creating Watermarks

1 Place the insertion point on the page where you want the watermark to begin.

HINT: If you place the insertion point in a paragraph that begins on the previous page, the watermark will appear on the previous page.

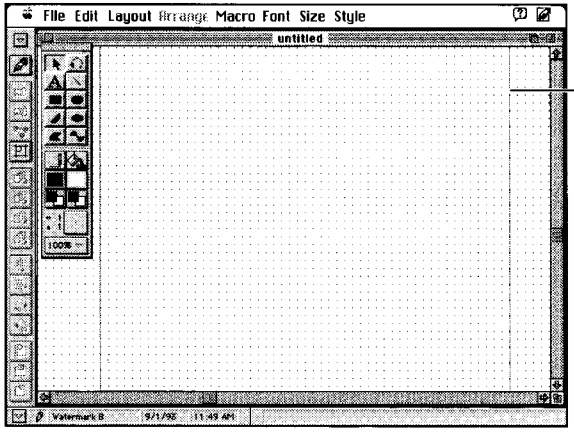
2 Choose **Watermark** from the **Tools** menu, then choose **New**.



3 Select **Watermark A** or **Watermark B**, then click **OK**.

You can create watermarks in any order. For example, you can create Watermark B before you create Watermark A.

The Graphics Editor opens.



A dotted line shows the page boundaries, so you can place objects accurately.

4 Use the Graphics tool palette and drawing commands to create or insert a graphic.

For more information about the tool palette and drawing commands, see *Graphics Basics* earlier in this chapter. For information about inserting or creating graphics, see *Inserting Graphics* or *Creating Graphics* earlier in this chapter.

HINT: If you want the watermark to appear lighter than the regular text or graphics in the document, use the **Pen** and **Fill Color** tools to select gray or a light color. To lighten text in a watermark, choose **Text Color** from the **Style** menu, then choose gray or another light color.

5 Click on the Button Bar to close the drawing window.

You can also click the close box to close the drawing window.

Watermarks do not appear in the Document Editor. To view a watermark with the document, choose **Print Preview** from the **File** menu.

After you have created a watermark, you can edit (or delete) it, discontinue it, or specify whether you want it to appear on every page, alternating pages, or only specified pages.

Editing or Deleting Watermarks

1 Place the insertion point in a portion of the document where the watermark is turned on.

2 Choose **Watermark** from the **Tools** menu, then choose **Edit**.

3 Select **Watermark A** or **Watermark B**, then click **OK**.

The Watermark drawing window appears, so you can edit or delete the watermark.

4 To edit the watermark, use the tool palette or drawing commands.

or

To delete the watermark, choose **Select All** from the **Edit** menu, then press **Delete** (**Backspace** on some keyboards).

For information about the tool palette or drawing commands, see *Graphics Basics* earlier in this chapter. For information about editing graphics, see *Editing Graphics* earlier in this chapter.

5 Click on the Button Bar to close the drawing window.

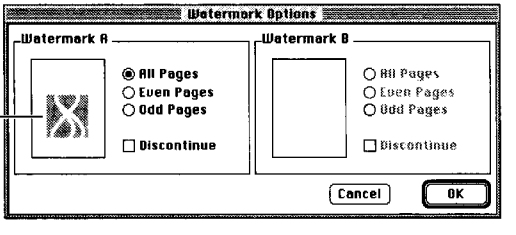
HINT: If you delete a watermark, and another watermark of the same type (A or B) exists earlier in the document, the existing watermark will appear on the pages that contained the watermark you deleted. If you don't want it to appear, you will need to discontinue the watermark on the appropriate page.

Discontinuing or Changing the Occurrence of Watermarks

Use the Watermark Options dialog box to discontinue a watermark or change its occurrence. A watermark can appear on even pages, odd pages, or every page (until you discontinue it or until the end of the document).

1 Place the insertion point on the page where you want to discontinue or change the occurrence of the watermark.

2 Choose **Watermark** from the **Tools** menu, then choose **Options**.



A representation of the watermark appears in the dialog box.

3 If you want to discontinue the watermark, click **Discontinue**.

or

If you want the watermark to appear on even or odd pages only, click **Even Pages** or **Odd Pages**.

4 Click **OK**.

HINT: If you have more than one watermark of the same type (A or B), only the one on the page where the insertion point is located will be affected.

HINT: If you want a watermark to appear on specified pages only, use the Suppress command on those pages where you want to hide it.

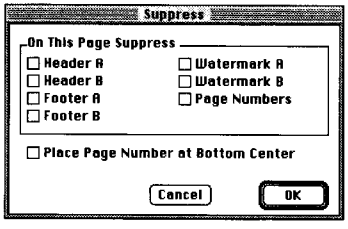
Suppressing a Watermark on the Current Page

Use the Suppress command to prevent a watermark from appearing on a particular page.

1 Place the insertion point on the page where you want to suppress the watermark.

HINT: If you place the insertion point in a paragraph that begins on the previous page, the watermark will be suppressed on the previous page.

2 Choose **Suppress** from the **Layout** menu.



3 Click **Watermark A** or **Watermark B**, then click **OK** to close the dialog box.

The watermark is suppressed on one page only. The remainder of the document is not affected. To suppress the watermark on more than one page, you need to suppress it on each page separately.

Inserting and Playing Movies

Use the Movie feature to insert a QuickTime movie file into your document and play it on screen. Movie files can include sound, moving animation, or video clips.

The movie feature is available only if you are using System 7.0 or later. WordPerfect uses Apple's System 7.0 or later QuickTime extension to work with movies.

HINT: Software applications that allow you to create QuickTime movie files are available from your Apple dealer.

Manipulating a movie in your document is similar to working with a graphic. When it is not being played, the movie is represented in your document by its *poster*, which is usually the first frame of the movie.

This section includes:

- Inserting Movies
- Playing Movies
- Changing Movie Settings

You can move, anchor, size, frame, or caption a movie just as you can a graphic. For more information, see *Moving Graphics*, *Sizing or Cropping Graphics*, *Framing Graphics*, and *Captioning Graphics* earlier in this chapter.

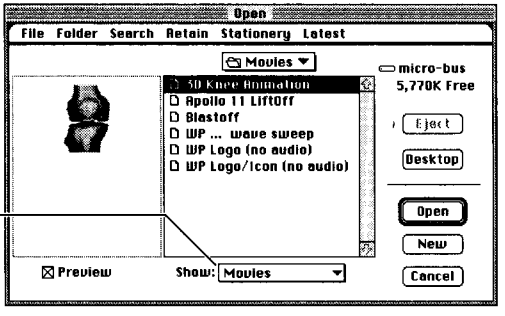
Inserting Movies

1 Place the insertion point where you want the movie to appear.

You can adjust the placement of the movie later.

2 Choose **Movie** from the **Tools** menu, then choose **Insert.**

A directory dialog box appears, so you can select a movie file.



The menu is preset to show Movie files. This means that only movies and folders appear in the file list.

3 Select a movie from the file list.

If you need help using the directory dialog box to change folders or disks, see *Filing* in *Chapter 8: Saving and Managing Documents.*

4 Click **Insert.**

The movie is inserted in the document at the insertion point.

HINT: You can also insert a movie by cutting or copying it to the Clipboard (from WordPerfect or another application) and then pasting it into a document, or by using the Insert File command.

The movie is represented by its poster, which is usually the first frame of the movie. The poster is shown with an icon that looks like a small strip of film (called its *badge*), to distinguish it from ordinary graphics.

This badge is used to identify a QuickTime movie file.

If you print the document, the movie poster (including the badge) is printed. For information about suppressing the badge, see *Changing Movie Settings* later in this section.

Playing Movies

1 Double-click the movie you want to play.

While you are playing a movie, the pointer changes to the pause symbol (▮▮) when it is on the movie.

To do this:	Do this:
Pause the movie during playback	Click once on the movie. The play symbol (▶) is displayed while the movie is paused (if the pointer is on the movie).
Resume playback after a pause	Double-click the movie.
Stop playing the movie before it is finished	Click anywhere outside the movie.
Display the movie controller during playback	Press Option-↓.
Hide the movie controller during playback	Press Option-↑.

You can also use the movie controller to control the playback (direction, speed, and volume), play a movie frame by frame, or move to a specific part of the movie.

Using the Movie Controller

To play the movie and display the movie controller,

1. Click the movie to select it, choose **Movie** from the **Tools** menu, then choose **Play**.

   or

   Double-click the movie's badge (the strip of film in the lower left corner of the poster).

The movie controller is displayed beneath the movie and the movie begins playing.

To display the movie controller without playing the movie, click the movie badge.

To do this:	Do this:
Toggle the sound on or off	Hold down **Option** while you click the **Volume** button.
Adjust the volume up or down	Click the **Volume** button and adjust the slider, or press ↑ or ↓.
Play or pause the movie	Click the **Play/Pause** button.
Move through the movie and show intermediary frames	Drag the **Thumb**.

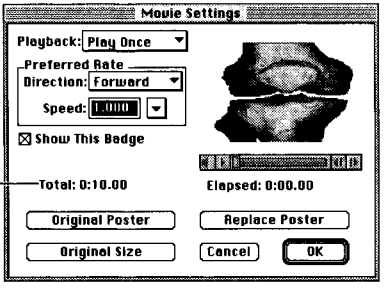
To do this:	Do this:
Move to a position in the movie without showing intermediary frames	Click the **Play** bar.
Move forward or backward through the movie one frame at a time	Click one of the **Step** buttons, or press → or ←.
Move continuously through the movie	Press one of the **Step** buttons, or hold down → or ←. The movie stops playing when you release the mouse button.
Change the preferred rate and direction	Hold down the **Control** key and press one of the **Step** buttons to adjust the rate slider.
Change direction to backward and start playback	Hold down the **Command** key and click the backward **Step** button.
Change direction to forward and start playback	Hold down the **Command** key and click the forward **Step** button.
Move to the beginning of the movie	Hold down **Option** and click the left **Step** button.
Move to the end of the movie	Hold down **Option** and click the right **Step** button.

Changing Movie Settings

Use the Movie Settings dialog box to change a movie's playback options, suppress its badge, change its poster, or to revert to the movie's original size and poster.

1 Click the movie to select it.

2 Choose **Movie** from the **Tools** menu, then choose **Settings**.



The total length of the movie (expressed as minutes:seconds.thirtieths of seconds) appears here.

3 Change the settings in the dialog as needed.

To Do This:	Do This:
Specify whether to play the movie once or continuously	Choose an option from the **Playback** pop-up menu.

To Do This:	Do This:
Change the direction or speed of playback	Change the settings in the **Direction** or **Speed** options.
Hide/Show the QuickTime badge (for the current movie)	Click **Show This Badge**.
Set the playback volume for sound	Press on the movie controller.
Revert to the original poster	Click **Original Poster**.
Revert to the movie's original size	Click **Original Size**.
Replace the poster	Use the movie controller to display the desired movie frame, then click **Replace Poster**.

4 Click **OK**.

Any changes you make in the Movie Settings dialog box affect the way the movie is played every time.

Chapter 11: Working with Equations

343 *Equation Basics*

348 *Creating Equations*

351 *Editing Equations*

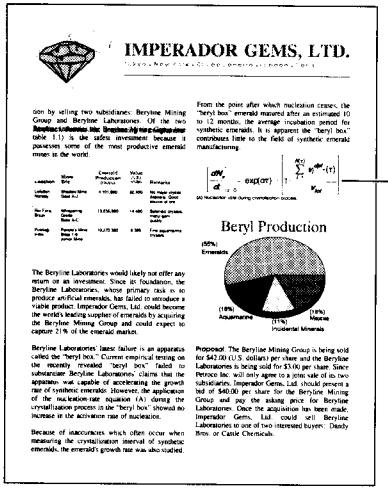
352 *Saving Equations*

352 *Using Equation Boxes*

357 *Changing Equation Box Options*

Equation Basics

Use the Equation Editor to create and edit mathematical, scientific, or business formulas and expressions in your WordPerfect documents.



The equations below are examples of what you can create using the Equation Editor.

$$\frac{\begin{matrix}3a+4b\\6a+\ \ b\end{matrix}}{9a+5b}$$

$$\sum_{i=1}^{n} a_i$$

$$x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$$

$$W_i' = \left[\frac{1}{N_i} + \frac{(x_i - x_0)^2}{\sigma^4}\left\{(\Delta x_0)^2 + \frac{(x_i - x_0)}{\sigma^2}(\Delta\sigma)^2\right\}\right]^{-1}$$

The Equation Editor is designed to create and edit equation images; it does not solve the equations you create.

This section includes:

- Opening the Equation Editor
- Using Equation Tools: Menus, Button Bar, Tool Palette
- Inserting Equations
- Selecting Equations

Opening the Equation Editor

Open the Equation Editor when you want to create, insert, or edit equations.

1 Place the insertion point in your document where you want the equation to appear.

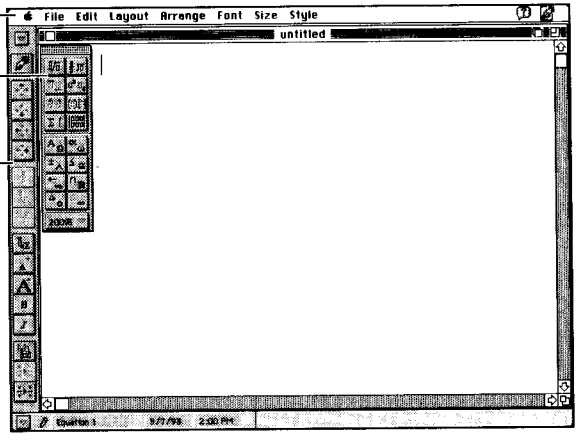
2 Choose **Equation** from the **Tools** menu, then choose **New**.

HINT: You can also double-click an existing equation to open the Equation Editor.

Equation Editor menus are specific to equations.

Equation tool palette contains 16 pop-up palettes.

Equation Button Bar appears when you open the Equation Editor.



Using Equation Tools: Menus, Button Bar, Tool Palette

The Equation Editor menus, Button Bar, and tool palette provide the basic tools you need to create and edit equations.

The Equation Editor Menu Bar

In addition to some of the basic program commands found in the Document Editor, the menus in the Equation Editor contain commands specifically for working with equations. The following table shows the menu commands specific to the Equation Editor.

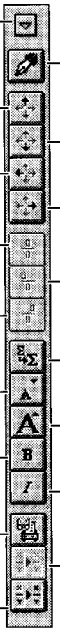
Menu:	Use this command:	To do this:
File	Insert Equation	Open the Insert dialog box to insert a saved equation into the Equation Editor.
	Close Equation	Close the Equation Editor and return to the Document window.
	Save Equation As	Open the Save As dialog box to save the current equation in a separate WP Equation file.
Layout	Typesetting	Format the current equation in standard equation style.
	Line Spacing	Open the Line Spacing dialog box to adjust the spacing between lines in the equation.

Menu:	Use this command:	To do this:
	Select In	Deselects equation one level or structure at a time.
	Select Out	Selects equation one level or structure at a time, beginning at the insertion point.
Arrange	Align Left	Align characters at the left edge of the current field.
	Align Center	Center characters in the current field.
	Align Right	Align characters at the right edge of the current field.
	Align on Character	Align characters on the current alignment character.
	Alignment Character	Open the Alignment Character dialog box to change the alignment character.
	Move Left	Move the selection one point to the left.
	Move Right	Move the selection one point to the right.
	Move Up	Move the selection one point up.
	Move Down	Move the selection one point down.
	Reset Move	Change an item that has been moved back to its original position.

The Equation Button Bar

The Equation Editor comes with a Button Bar to make creating and editing equations easier. While many of the buttons on the Button Bar duplicate features

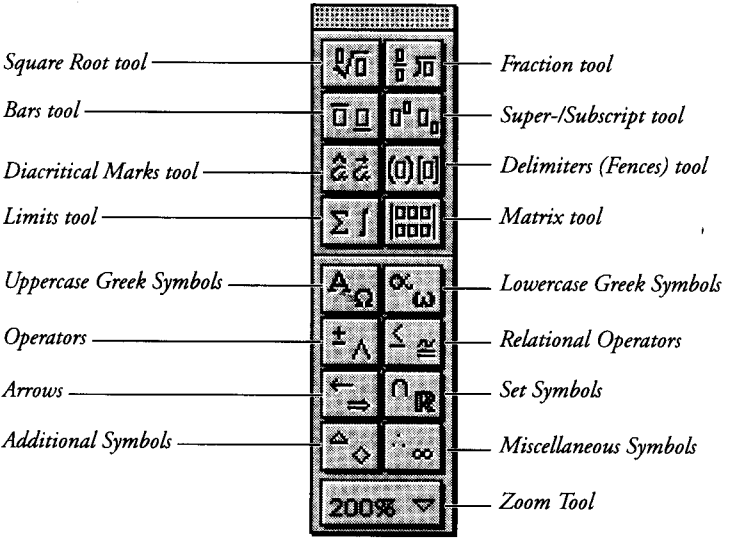
found on the Equation Editor menu bar, several buttons provide quick access to features not found on the menus.



The Tool Palette

The tool palette contains tools and symbols you can use to create and edit equations. The top half of the tool palette contains eight tool pop-up palettes; the bottom half contains eight symbol pop-up palettes. Use tools to define

equation functions, such as square root, and symbols to insert characters, such as Greek letters.



Each pop-up palette contains a set of related options.

Use this tool:	**To do this:**
Square Root	Create equations with square root and *n*th root functions.
Fraction	Create equations using normal and small fractions and long division.
Bars	Create lines over and under functions and equations.
Super-/Subscript	Add super-/subscripts to numbers and variables. For example, n^n or n_1.
Diacritical Marks	Add diacritical marks above the character to the left of the insertion point.
Delimiters (Fences)	Group equation elements.
Limits	Construct equations with integral, summation, and product limits.
Matrix	Create matrices according to a specified number of rows and columns.
Uppercase Greek Symbols	Insert uppercase Greek symbols.
Lowercase Greek Symbols	Insert lowercase Greek symbols.

Use this tool:	To do this:
Operators	Insert operators such as +, =, or *.
Relational Operators	Insert operators such as ≤ and ≥.
Arrows	Insert a variety of arrow symbols.
Set Symbols	Insert a variety of set symbols.
Additional Symbols	Insert symbols such as ★ and □.
Miscellaneous Symbols	Insert symbols such as ∞ and ∆.
Zoom Tool	Increase or decrease the view size of an equation.

Inserting Equations

You can open an equation that has been saved in WP Equation format in the Equation Editor.

1. If necessary, open the Equation Editor.
2. Choose **Insert Equation** from the **File** menu.
3. Double-click the equation you want to insert.

If you are unsure of how to use a directory dialog box, see *Dialog Boxes* in *Chapter 2: Introducing WordPerfect.*

Selecting Equations

You can select equations in the Document Editor.

1. Make sure the Document Editor is open.
2. Click the equation to select it.

Creating Equations

Create equations by opening the Equation Editor, typing symbols, and choosing options from the Equation Editor tool palettes.

This section includes:

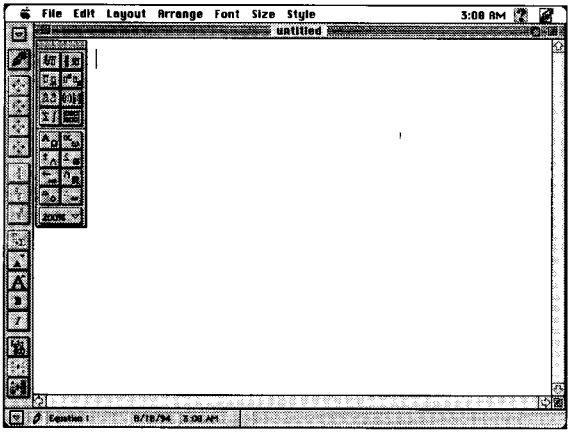
- Creating Equations
- Using Square Roots
- Using Fractions
- Using Bars
- Using Super-/Subscripts
- Using Diacritical Marks
- Using Delimiters
- Using Limits
- Using Matrices
- Inserting Symbols and Operators

Creating Equations

1 Position the insertion point in the Document window where you want the equation to appear.

2 Choose **Equation** from the **Tools** menu, then choose **New**.

The Equation Editor opens.



3 Type numbers and variables, and insert commands and symbols from the pop-up palettes on the tool palette.

See the appropriate section below for specific instructions.

4 When you are finished, choose **Close Equation** from the **File** menu.

or

Click on the Button Bar.

Using Square Roots

Use Square Roots to create a square root radical sign for the accompanying variable. The sign expands or contracts according to the length of the expression.

1 If necessary, open the Equation Editor.

2 Choose from the tool palette, then choose .

3 Type the expression you want under the square root sign.

You can create as simple or complex an expression as you want under the sign.

HINT: You can also choose on the Square Root pop-up palette to create *n*th roots.

Using Fractions

Use the Fractions pop-up palette to generate fractions and long division expressions. The horizontal bar expands or contracts according to the length of the expression.

1 If necessary, open the Equation Editor.

2 Choose from the **tool palette**, then choose the fraction icon you want to use.

3 Type the expression you want in the numerator, click in the denominator, then type the denominator.

or

If you are creating a long division expression, type the expression you want under the sign.

Using Bars

Use bars to place a bar over or under an expression.

1 If necessary, open the Equation Editor.

2 Select the part of the equation over or under which you want to place a bar.

3 Choose from the tool palette, then choose or .

Using Super-/Subscripts

You can place super-/subscripts anywhere in your equations.

1 If necessary, open the Equation Editor.

2 Position the insertion point in the equation where you want to type a super-/subscript.

3 Choose from the **tool palette**, then choose the option you want.

4 Type the super-/subscript at the insertion point.

5 If you chose , click on the super-/subscript location, then type the super-/subscript.

Using Diacritical Marks

You can place diacritical marks over any variable in your equations.

1 If necessary, open the Equation Editor.

2 Position the insertion point to the right of the variable over which you want to place a diacritical mark.

3 Choose from the tool palette, then choose the diacritical mark you want.

Using Delimiters

You can enclose existing equation text with delimiters or you can choose delimiters from the tool palette, then type text inside them.

1 If necessary, open the Equation Editor.

2 Select the equation text you want to enclose with delimiters, choose from the tool palette, then choose the delimiters you want.

or

Choose from the tool palette, choose the delimiters you want, then type text inside the delimiters.

Using Limits

1. If necessary, open the Equation Editor.
2. Choose from the **tool palette**, then choose the limit symbol you want.
3. Type a number or variable at the blinking insertion point.
4. If you chose a limit symbol that requires a number or variable in two locations, press ↑ to move to the top of the limit symbol, then type the second number or variable.

Using Matrices

You can create matrices with as many as 32 columns and rows.

1. If necessary, open the Equation Editor.
2. Choose from the tool palette.
3. Drag the insertion point to the right and down until the number of columns and rows appears in the pop-up palette, then release the mouse button.

   or

   Choose **Other**, type the number of columns and rows you want in the text boxes, then click **OK**.
4. Type a number or variable at the blinking insertion point, then press **Tab** to move to the next location in the matrix.

HINT: You can also use the arrow keys to move through a matrix, or you can use the mouse to click anywhere in a matrix.

Inserting Symbols and Operators

The lower eight pop-up palettes on the tool palette contain symbols and operators that you can insert anywhere in an equation.

1. If necessary, open the Equation Editor.
2. Place the insertion point where you want to insert the operator or symbol.
3. Choose any of the lower eight pop-up palettes from the tool palette, then choose the operator or symbol you want.

Editing Equations

Edit an equation by double-clicking the equation to open the Equation Editor.

Moving through Equations

There are three ways to move through an equation.

Clicking
Click anywhere in an equation to move the insertion point.

Using Tab
Press **Tab** to move to the next level in the current structure.

Arrow Keys

Press the left and right arrow keys to move from level to level in an equation. Use the up and down arrows to move from level to level in vertical structures.

Selecting and Replacing Equation Text

You can select any part of an equation and replace the text by inserting new text, symbols, or operators. You can also select any part of an equation and delete it.

1. Double-click the equation you want to edit to open it.
2. Select the equation text you want to edit.
3. Type new text, or choose new symbols or operators from the tool palette to replace the selected text.

   or

   Press **Delete** (**Backspace** on some keyboards) to delete the selected text.

Saving Equations

You can save an equation separately in a WP Equation file.

1. Make sure the Equation Editor is open, and that the equation you want to save is displayed.
2. Choose **Save Equation As** from the **File** menu.
3. Type a name for the equation in the **Save Equation As** text box.
4. Make sure the folder in which you want to save the equation is open, then click **Save**.

Using Equation Boxes

Once you create or import an equation and close the Equation Window, the equation is placed in your document inside a box. You can move an equation anywhere on a page, and text reformats around the box. You can anchor the equation box as a character, to a page, or to a paragraph. You can also size the equation, and add a frame and caption to the box.

This section includes:

- Moving Equations
- Anchoring Equations
- Sizing or Cropping Equations
- Framing Equations

Moving Equations

You can move an equation anywhere in the document window.

1 In the Document window, click the equation to select it.

Sizing handles appear around the equation box.

2 Place the pointer anywhere inside the box, then drag the equation to a new location.

Anchoring Equations

To Characters

When you create an equation, it is anchored as a character, which means that WordPerfect will treat it like a single character. If you add or delete text before the equation, the equation will move with the text that surrounds it. Any text you type next to the box aligns at the baseline of the equation in the box.

To Pages

When you move an equation, it becomes anchored to the page, which means it will stay in the same horizontal and vertical position on a page, regardless of whether you add or delete text in the document. Text flows around the box without changing the box's position.

When you create an equation, an Equation Box code is inserted in the document at the insertion point. If you move the equation on the page (which anchors it to the page) and then add or delete enough text that the code moves to a different page, the equation moves to that page as well, but it stays in the same horizontal and vertical position on the new page as it was on the previous page.

To Paragraphs

You can also anchor an equation to a paragraph, so that it will stay in the same position relative to the top left of the paragraph that contains the Equation Box code regardless of how much text you add or delete in front of the box.

HINT: If you want to create an equation that is anchored to a paragraph, select the equation and choose **Equation** from the **Tools** menu. Then select options and choose **Paragraph** from the **Anchor To** pop-up menu.

If you anchor an equation to a paragraph, it will be anchored to the paragraph that contains the Equation Box code, not necessarily to the paragraph in which the box is currently located. If the Equation Box code moves to a new page, everything between the beginning of the paragraph that contains the code and the box itself moves to the new page.

HINT: Using System 7.5, if you anchor an equation to a paragraph and then drag the equation to a new position, it becomes anchored to the paragraph you drag it to.

Sizing or Cropping Equations

Sizing Equations

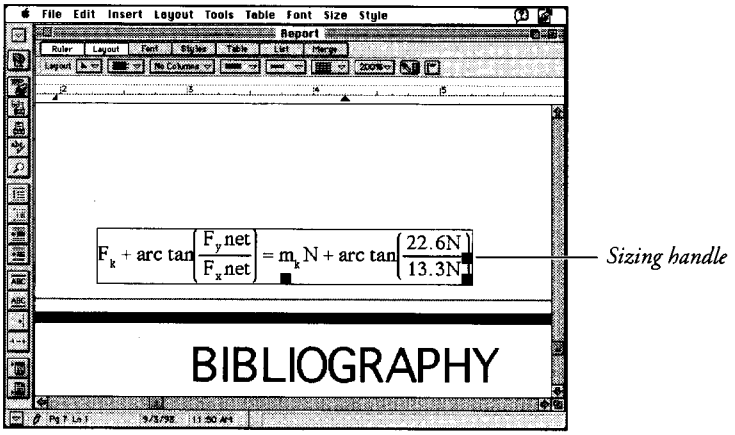
1 Click the equation to select it.

Sizing handles appear around the box. Be careful not to double-click, because double-clicking opens the Equation Editor.

2 Drag any sizing handle to increase or decrease the size of the equation.

Drag the bottom handle to change the height of the equation. Drag the right handle to change the width of the equation. Drag the corner handle to change the height and width of the equation.

If you want to increase or decrease the size of the equation proportionally, hold down **Shift** and drag the corner handle.



3 Click anywhere outside the box to turn off the selection.

You can also use the Box Options dialog to resize an equation and its box. With the equation selected, choose **Equation** from the **Tools** menu, then choose **Options**.

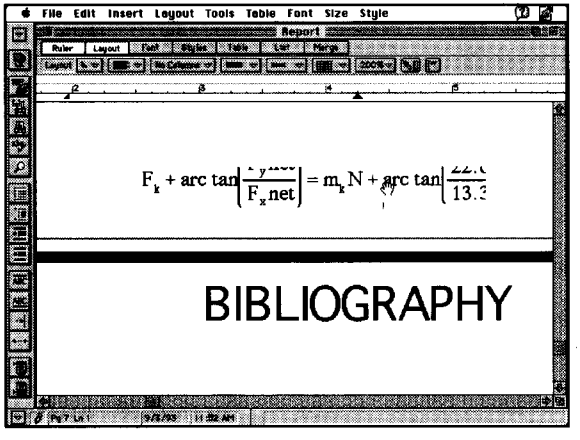
Cropping Equations

To crop an equation, you can move an equation within its box or you can change the size of the box without changing the size or position of the equation inside.

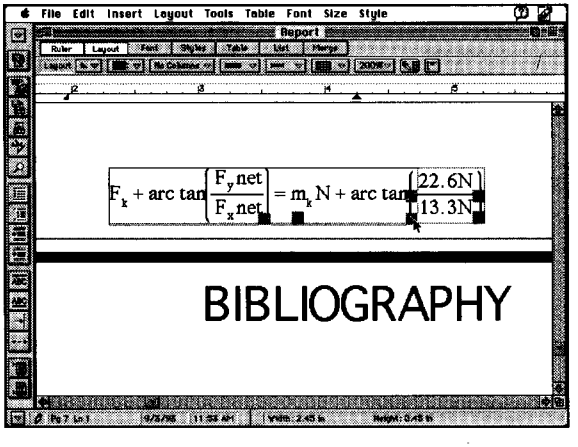
1 In the Document Editor, click the equation to select it.

2 To move the equation within the box, place the pointer inside the box, hold down ⌘, and drag the equation to a new location in the box.

The pointer changes to a hand. Any part of the equation that is moved outside the perimeters of the box is cut off from view. (Part of the equation below is cut off from view.)



3 To change the size of the box without changing the size or position of the equation inside, hold down ⌘, and drag a sizing handle.

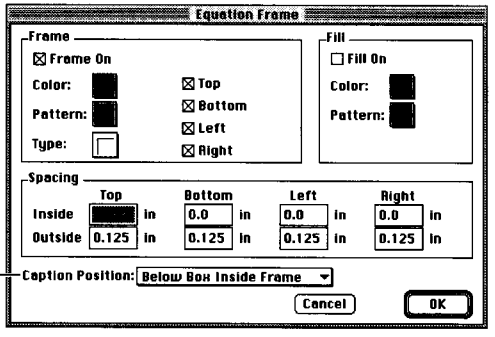


Framing Equations

Use the Frame feature to add a frame to your equation.

1 In the Document Editor, click the equation you want to frame.

2 Choose **Equation** from the **Tools** menu, then choose **Frame**.



Equation captions are not functional in the 3.x release of WordPerfect.

3 Choose a frame type from the **Type** pop-up menu.

4 Select additional options if desired.

To do this:	Do this:
Choose a frame color	Choose a color from the frame **Color** pop-up palette. If you are using a color monitor, you can edit the color by double-clicking it. The color wheel opens. For information about using the color wheel, see *Editing Graphics* in *Chapter 10: Working with Graphics.* If you are using a black and white (or less than 8-bit color) monitor, you can choose Other from the pop-up menu to specify a color or percentage of gray. For more information about color, see *Graphics Basics* in *Chapter 10: Working with Graphics.*
Choose a frame pattern	Choose a pattern from the frame **Pattern** pop-up palette.
Fill the area inside the frame with a color or pattern	Choose a color and pattern using the **Fill** pop-up palettes.
Create a frame without sides or without a top and bottom	Deselect the **Top**, **Bottom**, **Left**, or **Right** checkboxes.
Change the spacing between the equation and the frame or between the document text and the frame	Make changes in the **Spacing** boxes. By default, document text is spaced .125 inches from the equation box, and the equation rests against the frame unless you change this setting.

5 Click **OK** to accept the changes and close the dialog box.

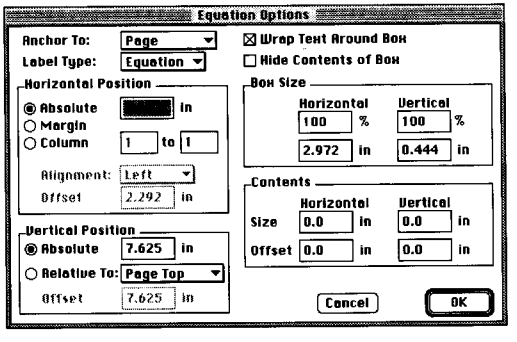
Changing Equation Box Options

Use the Equation Options dialog box to make choices about how you want an equation box to function. You can:

- Anchor the box as a character or to a page or paragraph
- Align a box in relation to page or column margins
- Change the horizontal and vertical position of the box
- Change the position of text outside the box
- Hide the contents of the box
- Size and crop the box or move an equation inside its box

1 Click the equation box to select it.

2 Choose **Equation** from the **Tools** menu, then choose **Options**.



3 Select the appropriate options in the dialog box.

To do this:	Do this:
Change the anchoring type	Choose an option from the **Anchor To** pop-up menu. See *Using Equation Boxes* earlier in this chapter for more information about anchoring.
Change the position of the equation box	Make changes in the **Box Size** section of the dialog box.
Change the size of the contents without changing the size of the box	Make changes to the **Size** options in the **Contents** section of the dialog box.
Crop an equation box	Make changes to the Contents-offset options in the dialog box.
Wrap text around the box	Click **Wrap Text Around Box**.
Hide the contents of the box on screen	Click **Hide Contents of Box**.

You can also size, crop, and position boxes and equations using the mouse and modifier keys. See *Moving Equations* under *Using Equation Boxes* earlier in this chapter.

Chapter 12: Using Language Tools

361 *Checking Spelling*

368 *Using the Thesaurus*

370 *Checking Grammar*

376 *Using QuickCorrect*

377 *Using International Languages*

382 *Using Word Services*

Checking Spelling

Use the WordPerfect Speller to check the spelling of an entire document, part of a document, or a single word. The Speller also checks for duplicate words and words with numbers.

HINT: When the QuickCorrect feature is on, WordPerfect corrects many common spelling errors as you type. For information about QuickCorrect, see *Using QuickCorrect* later in this chapter.

This section includes:

- Spell-Checking Text in Documents
- Looking Up Words
- Creating User Dictionaries
- Editing Dictionaries

Spell-Checking Text in Documents

1 If you want to check only part of a document, place the insertion point where you want to begin checking.

or

If you want to check only selected text, select the text you want to spell-check.

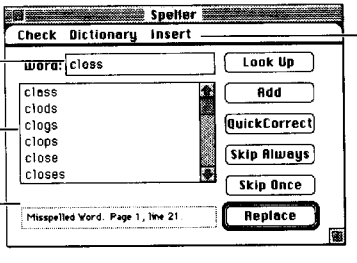
If you want to check the entire document, it does not matter where you place the insertion point.

2 Choose **Speller** from the **Tools** menu.

Displays the misspelled word or lets you type a word you want to look up

Shows possible replacement words

Shows the current status of the spell check



Use the menus to choose from several different spell-checking options.

PROBLEM? If your dictionary is not located in your WordPerfect 3.1: Language folder and you have not set a default folder for the dictionary, a directory dialog box appears. Use the dialog box to locate and open the dictionary. If you need help using the directory dialog box, see *Dialog Boxes* in *Chapter 2: Introducing WordPerfect.* For more information about setting default folders, see *Setting Up Default Folders* in *Chapter 15: Customizing WordPerfect.*

3 If you have additional dictionaries installed and want to use one other than the default dictionary, choose the appropriate dictionary from the **Dictionary** menu.

The list includes all dictionaries found in the Language folder. For information about working with multiple-language documents, see *Using International Languages* later in this chapter.

4 Choose the appropriate settings from the **Check** menu.

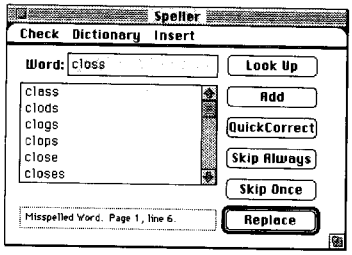
If you want to check from the insertion point to the end of the document, choose **To End** from the **Check** menu.

HINT: To turn off an option that is checked, choose it from the menu. For example, if you want to turn off phonetics-checking to improve the speed of a spell check, choose **Suggest Phonetics** to deselect it.

5 Click **Start** to start spell-checking.

WordPerfect checks the words in the document against the words in the main dictionary and the user dictionary (if one is found in the Language folder) and stops at the first word in your document it doesn't recognize.

HINT: A user dictionary contains supplemental words that are not found in the main dictionary. Usually, the user dictionary includes proper names, technical terms, or other words that you have added during previous spell-checks.



When the Speller stops at a word, you have the following options:

To do this:	Do this:
Replace a misspelled word with a word the Speller suggests	Double-click a replacement word in the list box, or select a word in the list box, then click **Replace**.
Make your own corrections to the word	Edit the word in the **Word** box, then click **Replace**.
Skip the word one time	Click **Skip Once**. The Speller will stop the next time it encounters the word.
Skip every occurrence of the word throughout the document	Click **Skip Always**. The Speller ignores the word until the next time you spell-check.
Add the word to the user dictionary, so WordPerfect will recognize the word in future spell-checks	Click **Add**. WordPerfect adds the word to the user dictionary. If no user dictionary exists, WordPerfect creates one and adds the word.
Add replacement to QuickCorrect	Click the QuickCorrect button.

The Speller recognizes common word and number combinations, such as "1st" and "2nd," but does not recognize unusual combinations, such as G1 or 176th.

If the Speller does not suggest any replacement words, you can use a wildcard character to look up possible spellings. See *Looking Up Words* below for more information.

The Speller will automatically replace misspelled words with corrected words for the duration of the spell check unless the **Replace Words Automatically** option on the **Check** menu is turned off. The replacements come from the QuickCorrect list and from corrections made during the session.

The spell-check is complete when a beep sounds and the display box shows the number of words that were checked.

6 Click the close box to close the Speller.

Looking Up Words

Use the Speller to look up the spelling of a word. The Speller searches for the word (based on the characters and wildcards you enter), then lists possible spellings.

To look up a word,

1 Choose **Speller** from the **Tools** menu.

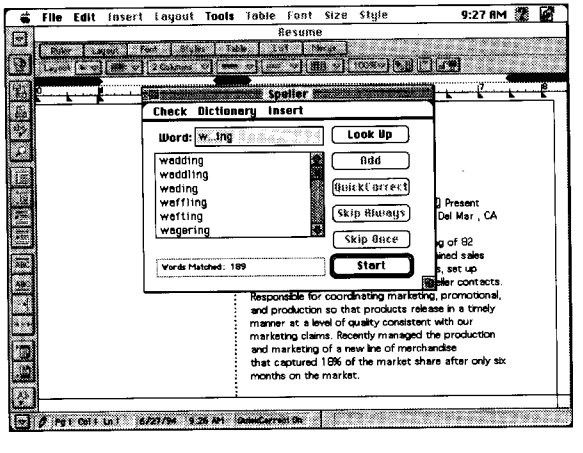
2 Type the word you want to look up in the **Word** box.

You can insert wildcard characters for any letters you are not sure of.

To insert a wildcard character that stands for a single letter, choose **Match One Character** from the **Insert** menu, or type a question mark.

To insert a wildcard character that stands for 0 or more letters, choose **Match Multiple Characters** from the **Insert** menu. The character appears as "...". You can also type an asterisk (*) as a wildcard for multiple characters.

For example, if you search for "w...ing" or for "w*ing", then click **Look Up**, the Speller searches the main dictionary and finds possible matches, including "wing," "winding," "winning," and "whining."



HINT: A wildcard can also be used at the beginning or end of a word. For example, if you look up "...ious," the Speller finds "gregarious," "curious," "pernicious," and many other words.

If you do not use wildcard characters, the Speller searches phonetically for possible spellings.

3 Click **Look Up**.

The list box shows possible spellings of the word.

4 Click the close box to close the Speller when you are finished looking up words.

Looking Up Word Hyphenation

Use the ST Utility (Speller/Thesaurus Utility) to look up the proper hyphenation for a word.

HINT: You can use WordPerfect's Hyphenation feature to hyphenate words automatically. See *Formatting Lines and Paragraphs* in *Chapter 7: Formatting Documents* for information on using the Hyphenation feature.

To look up hyphenation information,

1 At the Finder, double-click the main dictionary in the WordPerfect 3.1: Language folder.

or

Double-click the appropriate dictionary if you are using a WordPerfect international language module.

The ST Utility opens the dictionary.

2 In the text box below the list boxes, type the word you want to look up, then click **Look Up**.

If the word is found in the dictionary, the ST Utility displays the word with the proper hyphenation points marked.

3 When you are finished using the ST Utility, choose **Quit** from the **File** menu.

Creating User Dictionaries

The first time you choose **Add** during a spell check, WordPerfect automatically creates a user dictionary to store the words you add. You can create additional user dictionaries if you want to use certain terms with some documents but not with others.

To create an additional user dictionary,

1 In WordPerfect, choose **New** from the **File** menu.

A new, untitled document opens.

2 Type the list of words, pressing **Return** after each word.

You can type either lowercase or uppercase characters; WordPerfect will convert them all to lowercase when you save the file as a user dictionary. The speller will recognize words with both upper- and lowercase letters if the word is in the user dictionary.

3 Choose **Save As** from the **File** menu.

A directory dialog box appears, so you can name the document and choose the folder in which you want to save it.

4 Open the folder where you want to save the new user dictionary.

When you spell-check a document, WordPerfect uses only the user dictionary that is named with the appropriate three-character country code, such as User Dictionary (USA), and that is located in the WordPerfect: Language folder (or the default folder if you have changed the default folder).

You can save the new user dictionary in the Language folder with a different name, or you can save it with the appropriate name, such as User Dictionary (USA), in a different folder. When you want to use the new user dictionary, you will need to move or rename the original user dictionary, then rename the additional user dictionary with the appropriate name or move it to the Language folder.

If you need help using the directory dialog box to choose a folder, see *Filing* in *Chapter 8: Saving and Managing Documents.*

5 Choose **User Dictionary** from the **Format** pop-up menu, then click **Save**.

6 Click the close box to close the file.

Using the ST Utility to Create User Dictionaries

You can also use the ST Utility to create a user dictionary. When the ST Utility is active, choose **New** from the **File** Menu, click **User Dictionary**, name the user dictionary, then click **New**. Type a word you want to add to the user dictionary, then click **Add**. Repeat with each word you want to add. Then choose **Quit** from the **File** menu.

Editing Dictionaries

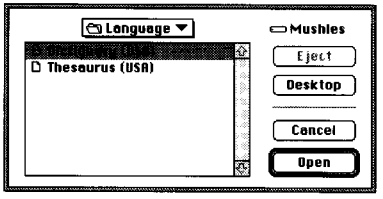
Use the ST Utility to add words to or remove words from a dictionary.

To edit a user dictionary, you can follow the steps below or you can open the user dictionary in WordPerfect, edit it as desired, then save it in User Dictionary format.

To edit a dictionary with the ST Utility,

1 Using the Finder, double-click the ST Utility application (in the WordPerfect 3.1: Language folder).

A directory dialog appears, so you can select the dictionary you want to edit.



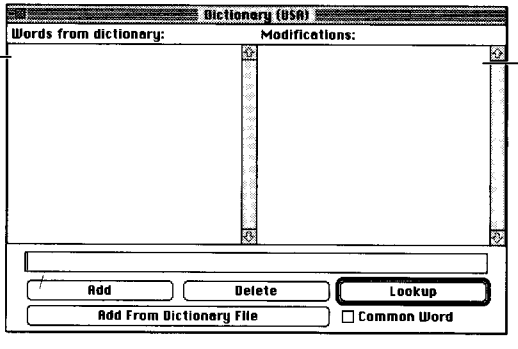
2 In the list box, double-click the dictionary you want to edit.

Use the directory pop-up menu, if needed, to move to a higher level in the filing system. If you need help using the directory dialog box, see *Filing* in *Chapter 8: Saving and Managing Documents.*

3 Click **Open.**

The ST Utility opens, containing the words in the dictionary you selected.

Shows words found when you use Look Up



Shows words added (+) and deleted (-) during the current session

The window appears slightly different if you open a user dictionary.

HINT: You can also double-click a dictionary on the desktop to open it in the ST Utility.

To do this:	Do this:
Add a word to the dictionary	Type the word in the text box below the list boxes, then click **Add**. You may include hyphens to indicate where the added word may be hyphenated.

To do this:	Do this:
Add a word to dictionary and to the Common Words List	Type the word in the text box below the list boxes, click the **Common Word** checkbox, then click **Add**. Adding common words to the Common Words List improves the speed of spell-checking because WordPerfect checks the Common Words List before checking the rest of the dictionary.
Show the Common Words List	Choose **Show Common** from the **Speller** menu. This option is only available in the main dictionary.
Add a list of words from a user dictionary to the main dictionary	Click **Add From Dictionary File**, select the user dictionary file that contains the list of words you want to add, then click **Open**.
Look up a word (to see if it is in the dictionary or to check the spelling of a word)	Type the word, then click **Look Up**. If found, the word appears in the Words from Dictionary list box. The Common Word checkbox shows if the word is part of the Common Word List.
Remove a word from the dictionary	Select the word in the **Words from Dictionary** list box, then click **Delete**.
Remove an item from the Modifications list (and undo a modification)	Select the item, then click **Delete**.

4 Click the close box to close the dictionary.

5 Click **Yes** to save the changes before closing.

The length of time needed to save changes varies according to the number of changes made to the dictionary.

HINT: You can also use the ST Utility to optimize a dictionary to use the least amount of disk space possible. With the dictionary open in the ST Utility, choose **Optimize** from the **Speller** menu.

6 When you are finished using the ST Utility, choose **Quit** from the **File** menu.

Using the Thesaurus

Use the Thesaurus to find synonyms and antonyms for words in your document.

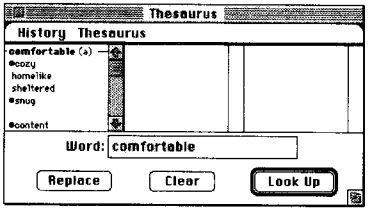
Looking Up Words in the Thesaurus

To look up a word that is not in your document, skip step 1 and proceed to step 2.

1 To look up synonyms or antonyms for a word in the text of your document, place the insertion point in the word or select a word.

2 Choose **Thesaurus** from the **Tools** menu.

If you placed the insertion point in a word, it appears in the word box, and the Thesaurus shows possible replacements for the word.



PROBLEM? If your Thesaurus is not located in your WordPerfect 3.1: Language folder and you have not set a default folder for the Thesaurus, a directory dialog box appears. Use the dialog box to locate and open the Thesaurus. If you need help using the directory dialog box, see *Dialog Boxes* in *Chapter 2: Introducing WordPerfect.* For more information about setting default folders see *Setting Up Default Folders* in *Chapter 15: Customizing WordPerfect.*

If you have more than one Thesaurus installed, you can choose the appropriate Thesaurus from the Thesaurus menu. The Thesaurus menu includes each Thesaurus found in the Language folder. If you have multiple language modules, you may have more than one Thesaurus. For information about using multiple language documents, see *Using International Languages* later in this chapter.

3 Select a word in the list box.

or

Type the word you want to look up.

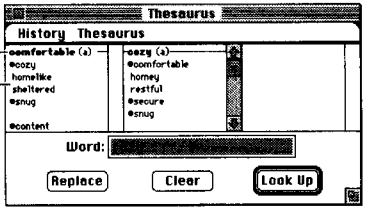
If you did not place the insertion point on a word in step 1, the list appears empty until you type a word and complete step 4.

4 Click **Look Up**.

If the word you are looking up is a headword, it appears at the top of the first available column, followed by a list of synonyms and antonyms. Any word preceded by a bullet is also a headword.

Headword: a word that can be looked up in the Thesaurus

Reference words: words or phrases listed as synonyms or antonyms



If the word is not contained in the Thesaurus as a headword, you will hear a beep when you try to look it up. Try looking up a similar word or another form of the word.

The following options are available when the Thesaurus dialog box is open.

To do this:	Do this:
Replace a selected word in your document with one from the Thesaurus	Select a word in any list, edit it in the text box if needed, then click **Replace**.
Look up a headword in the list	Double-click any reference word preceded by a bullet.
Clear a column	Click the column you want to clear, then click **Clear**.
Display any word you have looked up during the current session	Choose a word from the **History** menu. Each time you look up a new word, it is added to the **History** menu (until you close the Thesaurus).

5 When you are finished using the Thesaurus, click the close box.

HINT: You can look up a word in the Thesaurus when WordPerfect is not active by double-clicking the Thesaurus icon, located in the WordPerfect 3.1: Language folder. The ST Utility opens, and you can type the word you want to look up, then click **Look Up**. When you are finished using the Thesaurus within the ST Utility, choose **Quit** from the **File** menu.

Checking Grammar

Use WordPerfect Grammatik to identify grammatical problems in your documents and receive advice about how to correct them. Grammatik uses several guidelines, called "rule classes," to identify errors in text. The rule classes are divided into three groups:

Grammar	Subject/verb agreement, possessive forms, articles, comparatives, double negatives, adverbs, infinitives, prepositions, and other grammar issues
Mechanics	Capitalization, punctuation, and spelling
Style	Inappropriate tone, colloquial expressions, cliches, jargon, derogatory language, long sentences, and passive voice

Grammatik analyzes grammar, mechanics, and style according to the writing style you choose, such as technical writing or fiction writing.

This section includes:

- Checking Grammar
- Using Predefined Writing Styles
- Creating Custom Writing Styles

Checking Grammar

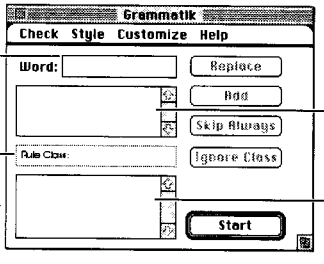
1 Place the insertion point in the document you want to check.

or

Select the paragraphs you want to check.

Grammatik will check the entire document unless you select text.

2 Choose **Grammatik** from the **Tools** menu.



Displays misspelled words or text containing grammatical errors

Displays the rule class of the current problem

Lists possible replacements

Explains the current problem

PROBLEM? If the grammar files are not located in the WordPerfect 3.1: Language folder and you have not set a default folder for the dictionary, a directory dialog box appears. Use the dialog box to locate and open the dictionary. If you need help using the directory dialog box, see *Dialog Boxes* in *Chapter 2: Introducing WordPerfect.* For more information about setting default folders, see *Setting Up Default Folders* in *Chapter 15: Customizing WordPerfect.*

PROBLEM? If you get an insufficient memory error message, quit WordPerfect. At the Finder, select the **WordPerfect** application icon, then choose **Get Info**

from the **File** menu. Then increase the amount of system memory allotted to WordPerfect.

3 Choose a writing style from the **Style** menu in the dialog box.

For information about the predefined writing styles, see *Using Predefined Writing Styles* below. For information about creating a custom writing style, see *Creating Custom Writing Styles* later in this section.

4 Choose the appropriate settings from the **Check** menu in the dialog box.

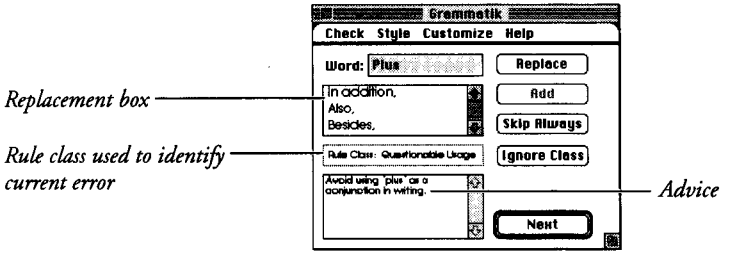
To do this:	Do this:
Check the entire document when you have text selected	Choose **Document** from the **Check** menu.
Check from the insertion point to the end of the document	Choose **To End** from the **Check** menu.
Turn off spell-checking, grammar and mechanics-checking, or style-checking	From the **Check** menu, deselect the options you want to turn off.

5 Click **Start** to start checking grammar.

or

If you are checking from the insertion point to the end of the document, click **Continue**.

Grammatik pauses at each error, identifies the error, offers advice, and waits for your input.



When Grammatik stops at a problem, you have several options.

To do this:	Do this:
Replace a misspelled or inappropriate word or phrase	Click a word in the replacement box, then click **Replace**.
Edit the problem text	Edit the text in the word box, then click **Replace**.

To do this:	Do this:
Edit the document	Click the document, edit it as needed, then click the dialog box to activate it (or choose **Grammatik** from the **Tools** menu if the dialog is no longer visible on screen—see *Hint* below).
Skip an error	Click **Next**.
Skip every occurrence of a word or phrase throughout the document	Click **Skip Always**. Grammatik skips the word or phrase until the next time you check grammar.
Add a word to the user dictionary	Click **Add**. Grammatik adds the word to the user dictionary. If no user dictionary exists, Grammatik creates one and adds the word. (The user dictionary used by Grammatik is separate from the one used by the WordPerfect Speller.)
Ignore a specified class of style, grammar, or mechanical rules during the current grammar-checking session	Click **Ignore Class**. Grammatik turns off the rule class used to find the current grammatical error.
Turn inactive rule classes back on	Choose the writing style from the **Style** menu to reactivate all the rule classes associated with the selected style. If you turn off the spelling rule class during grammar checking, choosing the writing style does not turn spelling back on. To turn spelling back on, choose **Spelling** from the **Check** menu.

HINT: You might want to move the Grammatik dialog box and resize the document, so you can see the dialog box when the document is active.

Grammatik skips over text embedded in a style definition. It also skips subscription text (inserted using the Publish and Subscribe feature) and text marked as language other than English. Grammatik does check text in tables and subdocuments (such as footnotes, endnotes, headers, and footers), but not in tables of authorities.

HINT: The Help menu in the Grammatik dialog box provides extensive context-sensitive Help.

When the grammar check is finished, a beep sounds.

6 Click the close box to close Grammatik.

If you have used the Ignore Class button to turn off a rule class, a dialog box appears and asks you if you want to save the changes to a custom writing style. Click **Yes** or **No**.

HINT: To save the changes made to the document, choose **Save** from the **File** menu. For more information about saving documents, see *Chapter 8: Saving and Managing Documents.*

Grammatik does not use the WordPerfect Speller to check spelling. If you want to use the WordPerfect Speller to spell-check your document, choose **Speller** from the **Tools** menu.

Using Predefined Writing Styles

Use Grammatik's predefined writing styles to choose the appropriate settings for proofreading different types of documents. The writing style you choose determines the rule classes, threshold values, and formality level the grammar checker uses as it checks your text. For more information about thresholds, see the examples shown in *Creating Custom Writing Styles* below.

Choose this writing style from the Grammatik Style menu:	For this type of writing:
General	Unspecified
Advertising	Advertising copy and other marketing literature (informal with emphasis on mechanics and grammar)
Business Letter	Business letters or other writing that requires strict interpretation of grammar and style rules (formal)
Documentation	Manuals and instruction booklets targeted for a general, non-scientific audience (standard formality)
Fiction	Creative writing where standard style, grammar, and mechanical conventions are not strictly maintained (informal)
Journalism	Stories and other journalistic pieces where jargon and colloquial language are acceptable (standard formality)
Memo	Inter-office memoranda (standard formality)
Proposal	Formal proposals or other long documents that should adhere to all rules of conventional grammar and style (formal)
Report	Business reports and college papers (formal)
Technical	Scientific publications or writing that uses technical vocabulary or complex noun phrases (formal)

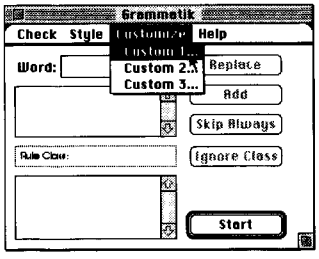
If none of the predefined styles are appropriate for your document, you can create a custom writing style.

Creating Custom Writing Styles

You can create as many as three custom styles to use with Grammatik.

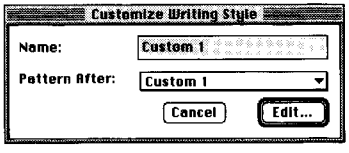
To create a custom writing style,

1 Choose one of the three custom style placeholders from the **Customize** menu in the Grammatik dialog box.



2 Type a name for your new writing style.

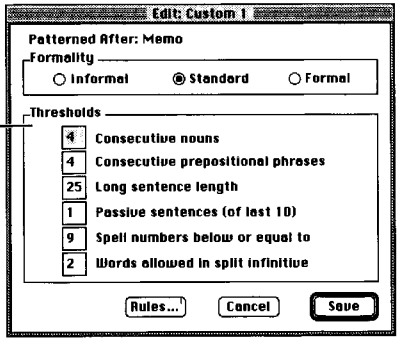
You can leave the name as it is if you choose.



3 From the **Pattern After** pop-up menu, choose the predefined writing style that most closely fits the one you want to create.

The writing style you choose serves as a template for the new style.

4 Click **Edit**.



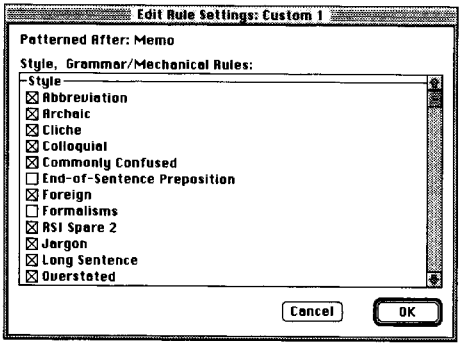
Thresholds allow you to customize certain aspects of the writing style.

5 Select a formality level to determine how strictly style, grammar, and mechanical rules should be interpreted.

6 Change the thresholds as needed to specify the grammar-checking criteria you want to use.

To set this:	Enter a value for this threshold:
The number of consecutive nouns allowed in a sentence	Consecutive nouns
The number of consecutive prepositional phrases allowed in a sentence	Consecutive prepositional phrases
The number of words allowed in a sentence	Long sentence length
The number of occurrences of passive voice allowed within 10 sentences	Passive sentences (of last 10)
The value used to determine if a number should be spelled out (nine) or written as a figure (10)	Spell numbers below or equal to
The number of modifiers allowed in split infinitives	Words allowed in split infinitive

7 Click **Rules** to edit the rules used in checking grammar, style, and mechanics.



8 Select or deselect the rules you want to include or exclude in grammar-checking.

If you want to turn off spell-checking within Grammatik, you must deselect **Spelling** in the **Check** menu before you begin the grammar check. This does not disable the WordPerfect Speller.

9 Click **OK** to save your changes to rule class settings.

10 Click **Save** to save your new writing style.

The customized writing style appears in the Style menu.

HINT: You can edit a custom writing style. Select the custom style from the **Customize** menu, click **Edit**, make the desired changes, then click **Save**.

Using QuickCorrect

Use QuickCorrect to automatically replace common spelling errors and mistyped words, correct your capitalization, or to expand abbreviations. For example, if you frequently type "frmo," you can have the word automatically replaced with "from." Or, if you type the abbreviation "pin," you can have it automatically replaced with "Personal Identification Number."

When you use WordPerfect, QuickCorrect is on by default. To change the QuickCorrect settings or turn QuickCorrect off, see *Changing QuickCorrect Settings* later in this section.

Using QuickCorrect, WordPerfect makes the following corrections:

Spelling and typing	Corrects the common spelling and typing errors that are defined in the QC Dictionary
	Expands the abbreviations that are defined in the QC Dictionary
Capitalization	Capitalizes the first character of a sentence
	Changes the second character of a word from capital to lowercase (for example, WOrk to Work)
Spacing	Changes two spaces between words to one space

QuickCorrect will also correct spacing between sentences if you adjust the settings. See *Changing QuickCorrect Settings* later in this section.

You can define QuickCorrect words by adding word pairs to the QC Dictionary (see *Defining QuickCorrect Words* below), but you should only include those you commonly use. For more complete spell-checking, use the Speller feature when your document is complete. See *Checking Spelling* earlier in this chapter. For occasional replacing of words or characters, use Find/Change. See *Searching for Text* in *Chapter 6: Editing Documents.*

HINT: When QuickCorrect is on, you can undo the most recent correction by immediately choosing **Undo** from the **Edit** menu.

Defining QuickCorrect Words

WordPerfect provides a list of some commonly misspelled, mistyped, or abbreviated words. You can add other words and abbreviations in word pairs to the QC Dictionary.

1. Choose **QuickCorrect** from the **Tools** menu.
2. In the **Replace** box, type the incorrect spelling of a word you commonly misspell or mistype, or type an abbreviation that you want expanded in your document.

For example, you could enter **frmo** or **wp**.

3. In the **With** field, type the correct spelling of the misspelled or mistyped word, or type the expanded word(s) of the abbreviation.

For example, type **from** to replace **frmo** or **WordPerfect** to replace **wp**.

HINT: The With field can contain as many as 254 characters of text.

4 Click **Add**.

5 Repeat steps 2 through 4 for each word pair you want to add, then click **OK**.

When you type text that matches a misspelled or abbreviated word that you added, WordPerfect automatically replaces it with the correct text as soon as you press the space bar or type a punctuation mark.

Changing QuickCorrect Settings

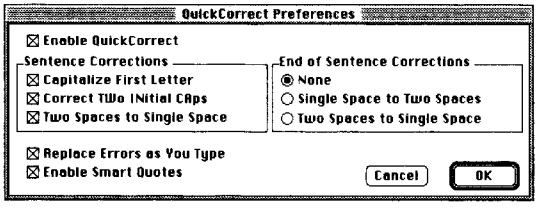
Use QuickCorrect Preferences to adjust the QuickCorrect Settings or to turn QuickCorrect off.

1 Choose **QuickCorrect** from the **Tools** menu, then click **Options**.

or

Choose **Preferences** from the **Edit** menu, then click **QuickCorrect**.

HINT: You can also double-click the QuickCorrect area of the status bar.



2 Adjust the settings as desired by clicking the appropriate checkboxes and radio buttons, then click **OK**.

HINT: To turn QuickCorrect off, deselect the **Enable QuickCorrect** checkbox.

When the Enable Smart Quotes checkbox is selected, WordPerfect uses open and close quotes (“example”) rather than straight quotes ("example").

The settings you choose remain in effect until you change them again.

Using International Languages

WordPerfect includes several features that help you work with international languages in your document.

This section includes:

- Setting the Language of Text
- Creating and Editing Subtitles
- Using Inline
- Searching Mixed Alphabets
- Using Japanese Hyphenation

Setting the Language of Text

Use the Set Language feature to mark the text in your documents with the appropriate language. Setting the language of text allows you to spell-check, use automatic hyphenation, and use the international thesaurus if you have the appropriate WordPerfect international language module installed.

HINT: WordPerfect comes with the a language module built in. Additional WordPerfect language modules and Apple Language Kits can be purchased from your Apple software dealer. If you are outside the U.S., you can also purchase a WordPerfect language module from one of the WordPerfect distributors listed in *Appendix A: WordPerfect International Offices and Distributors.*

Setting the language of text also allows you to sort international text properly. You do not need an international language module to sort text in the following languages:

- Danish
- Dutch
- English (Australia)
- English (Canada)
- English (UK)
- English (USA)
- Finnish
- French (Canada)
- French (France)
- German (Germany)
- German (Switzerland)
- Icelandic
- Norwegian
- Spanish
- Swedish

To sort other languages properly, you must either have a WordPerfect international language module or an Apple Language Kit.

To set the language of text in a document,

1 Place the insertion point where you want to begin typing in the new language.

or

Select the text you want to mark.

2 Choose **Language** from the **Tools** menu, then choose **Set Language**.

You can obtain language modules for most of the languages listed.

3 Select a language from the list box, then click **OK**.

You can mark text with any language in the list.

HINT: If you did not select text in step 1, repeat steps 1 through 3 at the point in your document when you are ready to change back to the original language.

The Speller will spell-check a foreign language if that language module is in the Language folder. Grammatik does not check text in languages other than English. For more information about grammar-checking, see *Checking Grammar* earlier in this chapter.

Deleting Language Markers

Use the codes window to delete language markers. Choose **Show Codes** from the **Edit** menu, then delete the language marker from the window. If needed, you can use the Find Code feature to locate the appropriate language code and delete it. Choose **Find Code** from the **Edit** menu, select the generic Language code in the list box, then click **Find**.

Creating and Editing Subtitles

Use the Subtitle feature to insert text into the space between lines, directly above or below selected text. Subtitles are frequently used for translation or phonetic pronunciation purposes, but you may also use them for other purposes, such as inserting editorial comments.

TransXpress promet une livraison dès le
TransXpress is now offering overnight

lendemain dans la plupart des grands centres de
delivery to most major business centers in

Europe de l'Ouest l'. Pour 15,95 $ (tarif de
Western Europe. For $15.95 (introductory

lancement), TransXpress prend livraison d'un
rate), TransXpress will pick up a

TransX-paquet* à Montréal, Toronto, Ottawa ou
TransX- packet from Montreal, Toronto, Ottawa or*

Halifax et le livre dans un grand nombre de cités

Creating Subtitles

Subtitles can be added only to existing text.

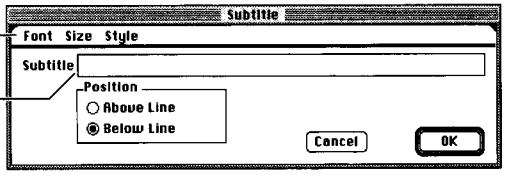
1 Select the text you want to subtitle.

You can select any amount of text. The subtitle you add is spread proportionally across the selection, so if your selection is much larger than the subtitle, the spaces between words will be rather large.

2 Choose **Language** from the **Tools** menu, then choose **Subtitle**.

Use the dialog box menu bar to format the subtitle.

Type as many as 255 characters in the Subtitle box.



3 Choose the desired formatting options from the menus in the dialog box.

The choices you make in this dialog box affect the entire subtitle but do not affect your document text.

HINT: To change the font sizes available for subtitles, with the Subtitle dialog box closed, press ⌘-H to open the **Character Format** dialog box, then click **Relative Sizes** and enter the values you want.

4 Type the subtitle text into the **Subtitle** box.

HINT: If the subtitle is longer than the selected text, the subtitle may not fit properly. Adjust the size of the selection (perhaps include blank spaces before and after text), or delete some of the subtitle text.

5 Click **Above Line** or **Below Line** to position the subtitle, then click **OK**.

Line heights adjust to make room for the subtitle. This may cause some lines to take up more space than others. To make line heights stay the same, adjust the line height for the entire page or document. For more information, see *Formatting Lines and Paragraphs* in *Chapter 7: Formatting Documents.*

Editing Subtitles

IMPORTANT: To edit a subtitle, you must open the Subtitle dialog box. You cannot make editing changes directly in the Document Editor.

1 In the document, click anywhere within the subtitle range.

2 Choose **Language** from the **Tools** menu, then choose **Subtitle**.

The Subtitle dialog box appears, displaying the subtitle.

3 Edit the text as needed.

HINT: To delete an entire subtitle, select all the text in the display box, then press **Delete** (**Backspace** on some keyboards). You can also use the codes window or the Find Codes feature to locate and remove the subtitle code. See *Using Formatting Codes* in *Chapter 7: Formatting Documents* for more information.

4 Click **OK** to accept the changes and close the dialog box.

Using Inline

WordPerfect's inline text editing capability allows you to type 2-byte characters, such as Japanese, in the Document Editor if you have the appropriate Apple Language Kit installed. No WordPerfect international language module is required.

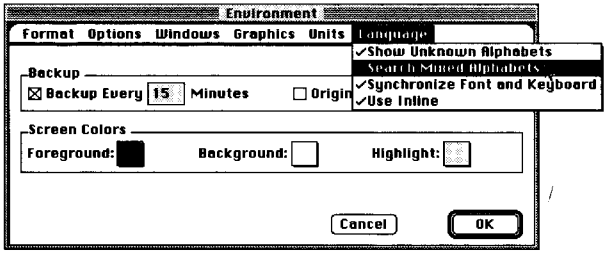
For example, if you use the Japanese Apple Language Kit, the Use Inline option is activated (on the Tools: Language menu) and you can type Japanese characters in the Document Editor.

If you prefer to type text in the floating window that is part of the Language Kit provided by Apple, choose **Language** from the **Tools** menu, then deselect **Use Inline**. For more information about using the floating editing window, see the Apple Language Kit documentation.

Searching Mixed Alphabets

If you use System 7.1 or later and have installed an Apple Language Kit that uses a non-Roman script (such as Kanji or Cyrillic), you can add two additional search options to the Find/Change feature.

1. Choose **Preferences** from the **Edit** menu, then click **Environment** in the Preferences window.
2. Choose **Search Mixed Alphabets** from the **Language** menu in the dialog box.



When Search Mixed Alphabets is selected, two options are added to the Match menu in the Find/Change dialog box: Alphabet and Character Representation.

Alphabet	In some languages, certain letters or symbols may be represented in more than one alphabet. For example, a Japanese document might use both the Hiragana and the Katakana alphabets. Normally, when you type a character in the Find box, WordPerfect searches for that character in both alphabets, even if the characters were inserted with completely different keystrokes. When you choose the Alphabet option in the Match menu, WordPerfect searches for the specific character you have typed and ignores any equivalent characters. This option is ignored in languages that do not use multiple alphabets.
Character Representation	In some languages, fonts can contain both one-byte and two-byte renderings of characters. Normally, WordPerfect looks for both one- and two-byte characters. When you choose Character Representation from the Match menu, WordPerfect searches for the character you have typed in the Find box and ignores equivalent characters.

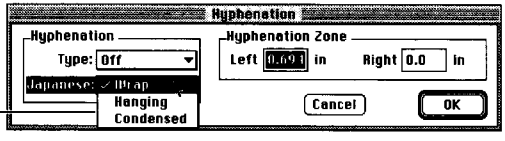
For more information about searching, see *Searching for Text* in *Chapter 6: Editing Documents.*

Using Japanese Hyphenation

If you have the Japanese Apple Language Kit installed, you can use the Japanese Hyphenation feature to specify how you want characters and punctuation to be treated when they extend past the right margin.

1 Choose **Hyphenation** from the **Layout** menu.

If you do not have the Apple Language Kit installed, these options are dimmed.



2 Choose the appropriate option from the **Asian** pop-up menu.

Choose this option:	**To do this:**
Wrap	Wrap the last character with the punctuation to the next line.
Hanging	Leave the character and punctuation on the current line and extend beyond the right margin.
Condensed	Leave the character and punctuation on the current line without extending beyond the right margin. WordPerfect will condense the space between all characters on the line. In some cases, characters may overlap.

3 Click **OK**.

The setting remains in effect for the current document.

Using Word Services

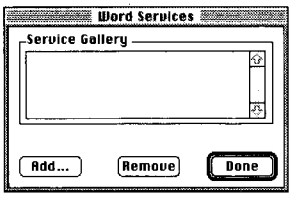
Use the Word Services feature to add certain types of third-party applications, such as spellers or grammar applications, to the Tools menu in WordPerfect.

Word Services technology allows you to access third-party applications that examine and modify your document within WordPerfect.

The Word Services feature is available only if you use System 7.0 or later. You can add applications to the Tool menu only if they support Apple's Word Services technology.

To add a compliant application to the Tools menu,

1 Choose **Preferences** from the **Edit** menu, then click **Word Services.**



2 Click **Add.**

3 Use the directory pop-up menu and list box to select the application you want to add.

If you need help using the directory dialog box, see *Dialog Boxes* in *Chapter 2: Introducing WordPerfect.*

4 Click **Open.**

The application appears in the Service Gallery list box.

PROBLEM? If the application you chose does not appear in the list box, there may not be enough memory available to run the application or it may not be an application that supports Word Services.

5 Repeat steps 2 through four 4 each application you want to add.

6 Click **Done.**

The application appears on the Tools menu in WordPerfect, and WordPerfect launches the application.

HINT: You can only add applications to the Tools menu if they are located on your hard disk; applications on a network server may not be added.

Removing Applications from the Tools Menu

Use the Remove button in the Word Services dialog box to remove third-party speller or grammar applications that you have added to the Tools menu.

1 Choose **Preferences** from the **Edit** menu, then click **Word Services.**

2 In the Service Gallery list box, select the application you want to remove.

3 Click **Remove.**

4 Repeat steps 1 through 3 for each application you want to remove, then click **Done.**

The application(s) you specified no longer appear on the Tools menu.

Removing applications from the Tools menu does not remove them from your computer.

Chapter 13: Using Libraries

387 *Libraries and the Librarian*

387 *Copying Resources to Libraries or Documents*

388 *Renaming or Removing Resources*

388 *Creating Libraries*

Libraries and the Librarian

Styles, macros, character maps, keyboards, and Button Bars (collectively called **resources**) are stored in libraries. WordPerfect comes with some resources integrated into the program; you can create additional resources and store them in libraries or documents.

The Librarian is a dialog box that lets you remove, rename, or copy resources to other libraries or to documents.

WordPerfect automatically creates a Library (in the System Folder: Preferences: WordPerfect folder) to store several resources that you can use anytime you work in WordPerfect. The name of the library includes a three-letter language code in parentheses—for example, Library (USA).

LIBRARY (USA)

Copying Resources to Libraries or Documents

You can copy resources (such as styles, Button Bars, and macros) from any library or document to any other library or document.

It is convenient to copy resources to a document when you will be using that document at another computer or sharing it with people at other workstations.

1. If you want to copy a resource to a specific document, open that document first.
2. Choose **Preferences** from the **Edit** menu, then click the **Librarian** icon.
3. To copy a library other than the current Library, choose an option from the pop-up menu above the left list box.

To open a library that does not appear in the pop-up menu (a library that is named something other than Library), choose **Open a Library** from the pop-up menu.

4. Choose a resource type from the **Resource** pop-up menu.

All available resources of the type you specify appear in the list box.

5. Select the resource(s) you want to copy from the left list box.

To select everything in the list box, click **Select All**. To select multiple items, hold down the ⌘ key and click each resource you want to select.

6. Choose a destination from the pop-up menu above the list box on the right, then click **Copy**.

The copied resources appear in the list box on the right.

7 When you are finished copying, click **Done**.

Renaming or Removing Resources

You can remove or rename any resource contained in a library or a document.

1 Choose **Preferences** from the **Edit** menu, then click the **Librarian** icon.

2 Choose a resource type from the **Resource** pop-up menu.

3 If you want to remove or rename a resource from a library other than the Library (USA), choose an option from the pop-up menu above the left list box.

4 Select the resource you want to rename or remove.

5 To remove a resource, click **Remove**.

6 To rename a resource, click **Rename**, type the new name in the Rename dialog box, then click **OK**.

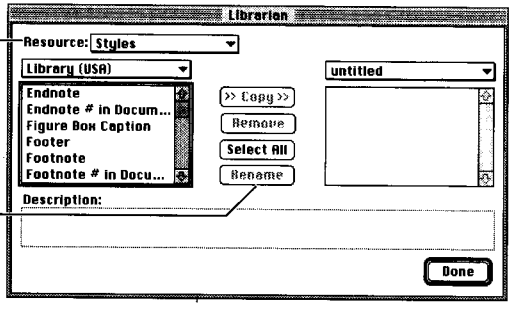
7 When you are finished, click **Done** to close the Librarian.

Creating Libraries

While WordPerfect automatically creates a Library to store your resources, you can create as many additional libraries as you want.

1 Choose **Preferences** from the **Edit** menu, then click the **Librarian** icon.

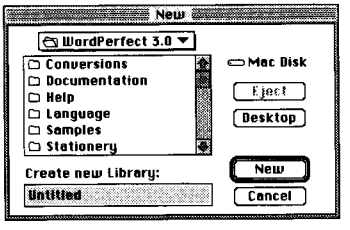
Macros, styles, Button Bar, character maps, and keyboards are all "resources."



You can copy, remove, or rename any resource.

2 Choose **Open a Library** from the pop-up menu above the left list box.

3 Click **New**.



4 Choose a location for the new library using the pop-up menu above the list box.

5 Type a name for the library in the Create New Library text box.

HINT: If you need help using this type of dialog box, see *Dialog Boxes* in *Chapter 2: Introducing WordPerfect.*

To copy resources to your new library, see *Copying Resources to Libraries or Documents* earlier in this chapter. You can also use the new library to save new resources you create.

Until they are opened, libraries other than the Library (USA) do not appear on the pop-up menu in the Librarian dialog box. However, you can access them by using the Open a Library option in the Librarian dialog box. See *Copying Resources to Libraries or Documents* earlier in this chapter.

Creating Common Network Libraries

If you have styles, macros, or other resources that are used by several people, you may wish to create a Common Library on a network, so anyone connected to the network can use the resources stored there.

1 Copy a Library into a folder on a network drive. See *Copying Resources to Libraries or Documents* earlier in this chapter.

2 Change the name of the library file to Common Library. See *Renaming or Removing Resources* earlier in this chapter.

You must tell WordPerfect where to find the Common Library by setting the default folder. To set the default folder,

3 Choose **Preferences** from the **Edit** menu, then click the **Default Folders** icon.

4 Choose **Common Library** from the **Type** pop-up menu, then click **Define**.

5 Open the folder that contains the Common Library, then click **Set**.

Chapter 14: Saving Time with Automated Tasks

393 *Formatting with Styles*

399 *Creating and Using Stationery*

403 *Merging Documents*

414 *Repeating Characters*

415 *Replacing Abbreviations with Full Text*

417 *Automating Tasks with Macros*

421 *Sharing Information Using Publish and Subscribe*

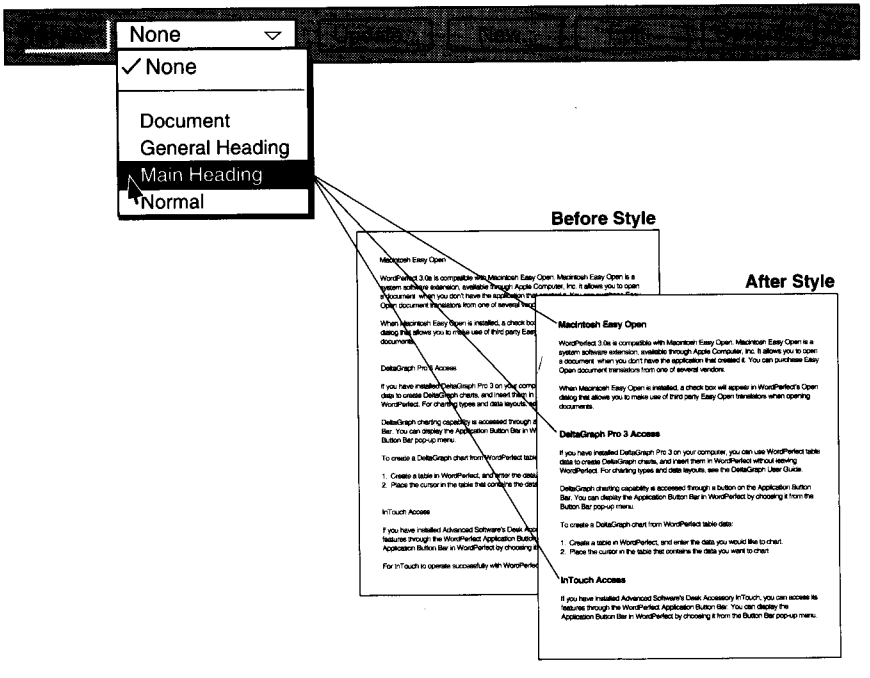
427 *Using AppleScript™*

429 *Using Apple Events*

Formatting with Styles

Use the Styles feature to create, edit, and apply formatting styles to areas of a document for a consistent, professional look. Create and apply formatting styles when you need to format multiple sections of text (such as headings, lists, or quotes) in the same way throughout a document, or if you need to use the same formats for several documents.

For example, suppose you want all the headings in a report to be 18-point bold. Instead of having to choose those options one-by-one for each heading in the report, you can create and name a style containing those formats. Then you can apply the style to each heading.



This section includes:

- Creating Styles
- Applying Styles
- Editing Styles
- Updating Styles
- Removing Styles
- Linking Styles to Other Styles
- Basing Styles on Other Styles
- Assigning and Removing Style Keystrokes

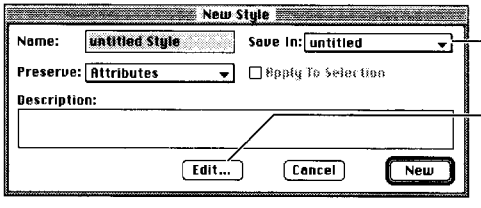
Creating Styles

The simplest way to create a style is to select formatted text, then use the New Style dialog box to name the style.

1 Select the text that contains the formatting you want in the style.

2 Click **Styles** on the **Control** Bar to display the **Styles** bar.

3 Click **New** on the **Styles** bar.



Save the style in the current document or the Library.

Click Edit to add text or formatting to the new style.

4 Type a name for the style in the **Name** text box.

The name you type will appear in the Style menu on the Styles bar.

5 You can type a description of the style in the **Description** text box.

6 Choose an option from the **Save In** pop-up menu to tell WordPerfect where you want to save the style.

If you save the style in the current document, you can use the style only when the current document is open and active. If you save it in the Library, you can use it with any WordPerfect document. You can change the location of a style using the Librarian. See *Copying Resources to Libraries or Documents* in *Chapter 13: Using Libraries* for information about copying styles.

7 Choose an option from the **Preserve** pop-up menu.

HINT: If you don't want to apply the new style to the text that is selected or to the text following the insertion point, deselect the **Apply To Selection** checkbox.

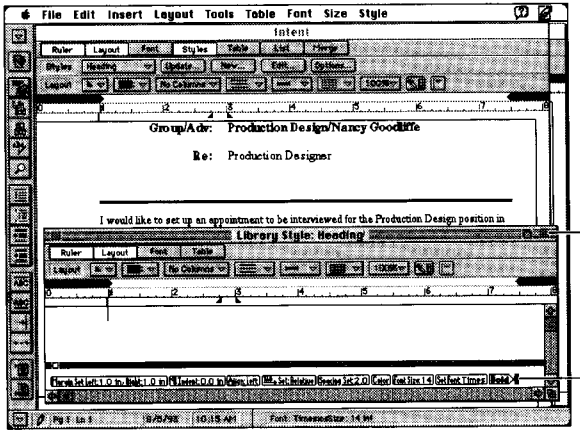
When you create a style, WordPerfect saves the following formats and attributes if you choose to preserve formatting and attributes: attributes found on the Font bar, formatting found on the Layout bar, tabs, margins, and character borders. If you want to include additional formatting, you need to edit the style.

8 If you don't want to add any additional text or formatting, click **New**. The style now appears in the Styles pop-up menu on the Styles bar.

or

If you want to add additional text or formatting to the style, click **Edit**. A style editing window appears, so you can make changes or additions to the

style. Text you type and formatting choices you make will be saved in the style.



Click the zoom box to increase the window to its full size.

Formatting commands and attributes of the style

Styles cannot include graphic boxes, tables, headers, footers, footnotes, endnotes, watermarks, overlays, outlining, or anything that depends on a Library resource.

9 When you are finished adding text and formatting, click the close box to close the editing window.

Applying Styles

1 Select the text you want to format.

or

Place the insertion point in the paragraph where you want the formatting to begin.

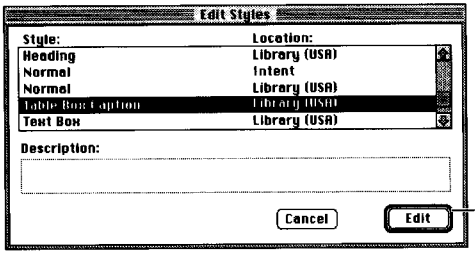
2 Choose the style you want to apply from the **Styles** pop-up menu on the **Styles** bar.

When you apply a style, it affects the entire paragraph where the insertion point is located and all subsequent text until it encounters another style. If you have selected text, it affects the entire paragraph that contains the selected text.

Editing Styles

You can modify the attributes and formatting of any style.

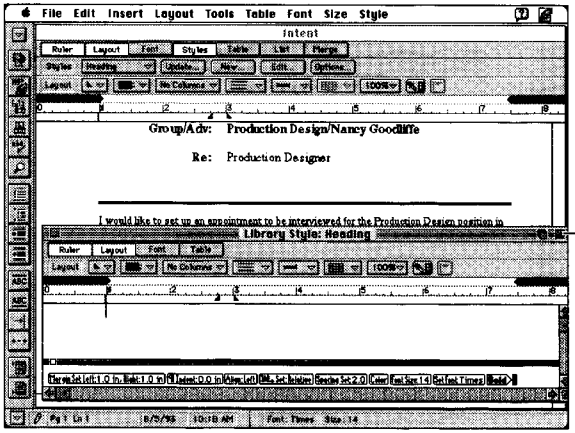
1 Click **Edit** on the **Styles** bar.



Click Edit to add text or formatting to the style.

2 Select the style you want to edit from the list box, then click **Edit**.

A style editing window appears, so you can make changes or additions to the style. Any text you type or formatting choices you make will be saved in the style.



Click the zoom box to increase the window to its full size.

Almost any formatting available in WordPerfect can be included in the style.

3 Click the close box to close the editing window.

When you edit a style, any text in your document that is formatted with that style is updated to include the new formats. If you do not want all text formatted with a specific style to be updated, you should create a new style rather than edit an existing one.

Changing the Document Style

The Document style affects the formatting of each document you open. Initially, WordPerfect defines the Document style with the left, right, top, and bottom margins at one inch, tabs every half inch, and a default font of 12-point Geneva.

You can edit the Document style exactly like you would edit any other style.

Updating Styles

The Update button on the Styles bar lets you edit a style without opening the Edit Style dialog box.

1 Select text that contains the style you want to update.

or

Place the insertion point anywhere in the text that is formatted with the style you want to update.

2 Choose any formats you want included in the updated style.

You can choose any font, size, text color, text styles, or Ruler functions.

3 Click **Update** on the **Styles** bar.

4 Choose an option from the **Update** menu, then click **OK**.

When you update a style, any text in your document that is formatted with that style is updated to include the new formats. If you do not want all text formatted with a specific style to be updated, you should create a new style rather than update an existing one.

Removing Styles

1 Select the text from which you want to remove the style.

or

Place the insertion point in the paragraph from which you want the style to be removed.

2 Choose **None** from the **Styles** pop-up menu on the **Styles** bar.

When you remove a style, it affects the entire paragraph where the insertion point is located and all subsequent text until it encounters another style. If you have selected text, it affects the entire paragraph that contains the selected text.

HINT: Choosing None from the Styles pop-up menu removes the style and reformats the text to match the style in the preceding paragraph of your document. If you choose Document from the Styles pop-up menu, the text will be reformatted using the Document style. Choosing Normal turns off currently applied styles and resets font attributes, line spacing to 1, alignment to left, color to black, and so forth.

HINT: Use the Librarian to delete a style from your document or Library. See *Renaming or Removing Resources* in *Chapter 13: Using Libraries* for step-by-step instructions on deleting a resource.

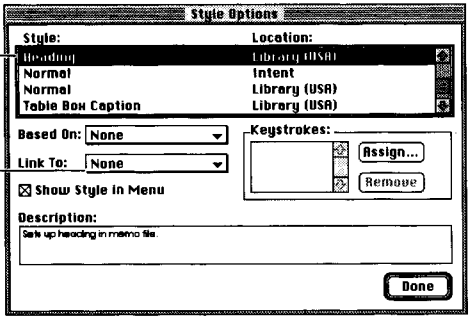
Linking Styles to Other Styles

The Link To feature in the Style Options dialog box lets you jump between styles as you type text. You can link styles so that when you apply a style to selected text, then press Enter, the linked style is automatically applied following the selection. This is especially useful if you frequently follow one style with another.

1 Click **Options** on the **Styles** bar.

Select the style you want to link in the list box.

Choose the style you want to link to from the pop-up menu.



2 In the list box, select the style to be applied first.

3 Choose the style you want to link to the selected style from the **Link To** pop-up menu.

4 Click **Done.**

HINT: You can link a series of styles so that each time you press Enter, another style is applied. For example, suppose you are typing a magazine interview in which you want the questions formatted one way and the answers formatted another way. You could create one formatting style for the questions and another one for the answers, then link the answer style to the question style. When you were finished typing a question, you could press Enter, and the answer would be automatically formatted with the answer style. You could then link the question style to the answer style and format an entire document simply by pressing Enter each time you wanted to change to a new style.

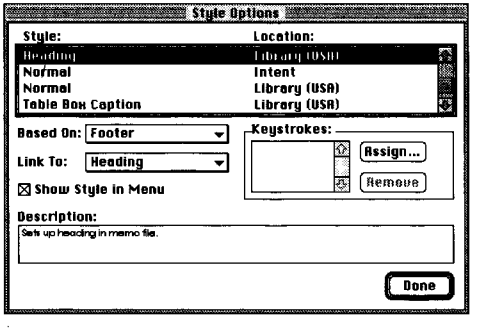
Basing Styles on Other Styles

If you have created a complex style and want to create another style that is only slightly different, you can base the new style on the existing style.

For example, suppose you have a heading style that indents text and adds bold, and you need a style that does that and also formats the text in 18-point type. You would simply create a style without formats, then base it on the original heading style. Then you would edit the new style to add the formatting you want (in this example, 18-point text). The new style assumes all the formats of the base style, plus the formatting you added. This saves you the effort of duplicating the formatting you saved in the base style.

To base a style on another style,

1 Click **Options** on the **Styles** bar.



2 Select the style you want to base on another style from the list box.

You must create and name a style before you can base it on another style.

3 Choose a style from the **Based On** pop-up menu.

4 Click **Done.**

5 Edit the new style to add the additional text and formatting you want. See *Editing Styles* earlier in this section for information.

Make sure that the new style contains the formats you want, because they will take precedence over any conflicting formatting commands in the base style.

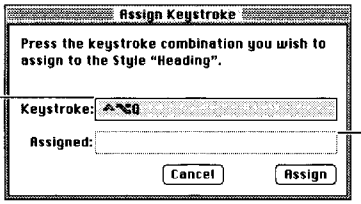
Assigning and Removing Style Keystrokes

If you plan to use a style frequently, you may want to assign a keystroke to the style rather than choose the style from the Styles pop-up menu.

Assigning Keystrokes

1 Click **Options** on the **Styles** bar.

2 Select the Style you want to assign to a keystroke in the list box, then click **Assign**.



Any keystroke you press appears here.

If the keystroke is already assigned, its function appears here.

3 Press the keystroke you want to assign to the style.

If the keystroke has been assigned to something else, you'll see a feature name in the Assigned box. You can type another keystroke if you don't want to change a keystroke that has already been assigned. See *Customizing Keyboard Assignments* in *Chapter 15: Customizing WordPerfect* if you would like to create a list of all the assigned keystrokes.

You can use as many as three modifier keys (⌘, Shift, and Option) with any character key, or you can use a character key by itself.

For example, if you want to assign the keystroke combination Control-Option-q to a style, hold down the **Control** and **Option** keys while you press **q**.

4 Click **Assign**.

Removing Keystrokes

You can remove any assigned keystroke.

1 Click **Options** on the **Styles** bar.

2 Select a style from the **Keystrokes** list box.

3 Select the keystroke(s) you want to remove, then click **Remove**.

Creating and Using Stationery

Stationery files are document templates, or forms, for documents that you create often, such as letters, memos, reports, or invoices. They can contain text and formatting.

When you open a stationery document, a copy of the stationery appears in the document window and remains untitled until you save and name it. The original

stationery remains unchanged so that you can open, edit, and save as many copies as you need.

Stationery files stored in the Stationery folder in the WordPerfect 3.1 folder will appear in the Stationery submenu on the File menu. If WordPerfect finds no valid stationery files in the Stationery folder, the Stationery submenu is dimmed.

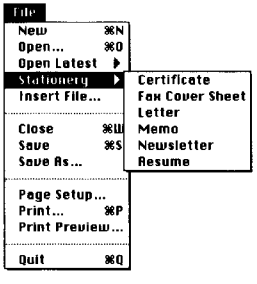
This section includes:

- Opening Stationery Files
- Creating Stationery Files
- Creating New Document Stationery

Opening Stationery Files

To open a stationery file from the Stationery folder,

1 Choose **Stationery** from the **File** menu, then choose the stationery file you want.



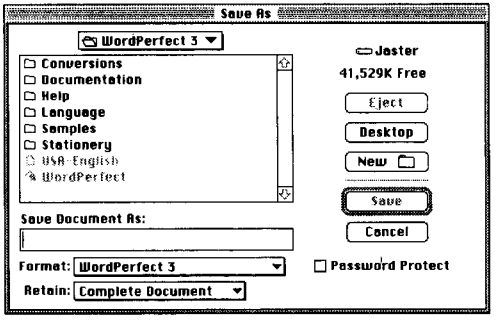
An untitled document containing the text and formatting of the stationery file opens in the Document Editor. You can edit the file and save it as a regular file, leaving the stationery unchanged.

HINT: To open a stationery file from a folder other than the Stationery folder, use the Open dialog box. See *Dialog Boxes* in *Chapter 2: Introducing WordPerfect* for more information.

Creating Stationery Files

1 Create a document containing the text and formatting you want to use in repeated documents.

2 Choose **Save As** from the **File** menu.



3 Type a filename in the **Save Document As** box.

4 Choose **WordPerfect 3 Stationery** from the **Format** menu.

5 Click **Save**.

If you want the stationery you create to appear in the stationery submenu, save it in the Stationery folder.

HINT: Edit a stationery file just as you would an ordinary WordPerfect document, but be sure to save it in WordPerfect 3.1 Stationery format. See *Chapter 6: Editing Documents* for more information.

Creating New Document Stationery

You can create a special stationery file called "New Document Stationery" as a quick way to change WordPerfect's default document settings.

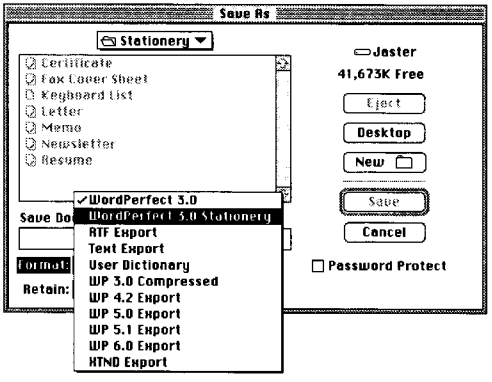
For example, if you want all your new documents to have half-inch left margins, 10-point Times text, and one-inch indents, you can create a stationery file that contains these formats. Name the stationery file New Document Stationery, and place it in the Stationery folder. Every new document you open will have the formats contained in the stationery file.

1 Open a new document by choosing **New** from the **File** menu.

2 Choose the formatting options that you want to apply to all new documents.

You can make any formatting changes available in WordPerfect.

3 Choose **Save As** from the **File** menu.



4 Type **New Document Stationery** in the **Save Document As** box.

The stationery file must be named "New Document Stationery." Otherwise, WordPerfect will not recognize the stationery file as the location of the default settings.

5 Make sure the Stationery folder in the WordPerfect folder is open.

The stationery file must be saved in the Stationery folder in the WordPerfect folder.

6 Choose **WordPerfect 3 Stationery** from the **Format** pop-up menu, then click **Save**.

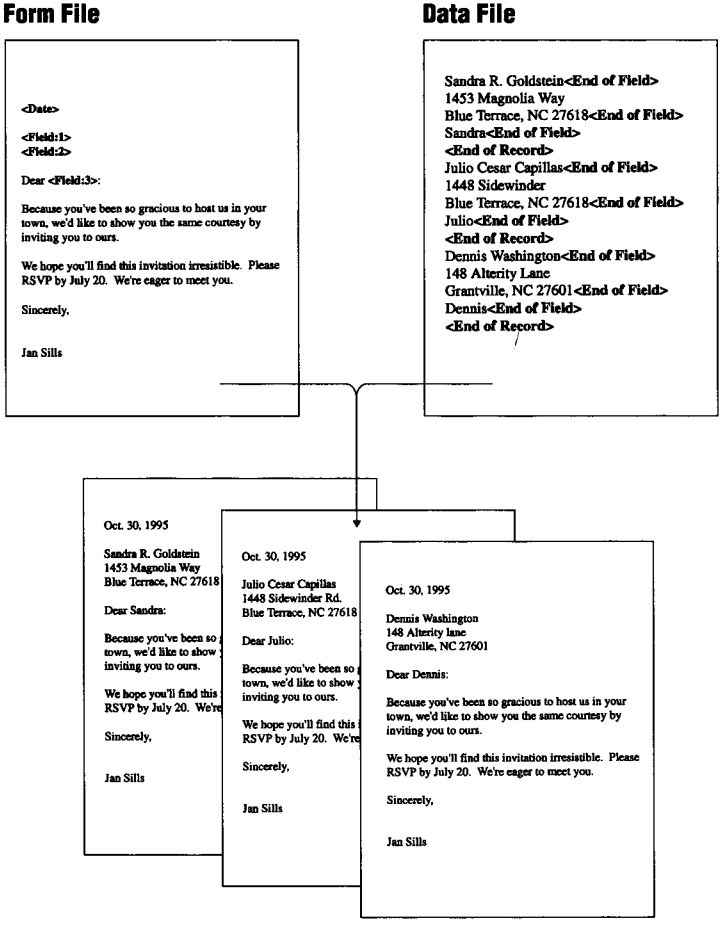
All new documents you open will use the New Document Stationery for their default settings. If you want to return to the standard WordPerfect default settings, simply move the New Document Stationery file out of the Stationery folder and open a new document.

Merging Documents

Use the WordPerfect Merge feature to create address files, form letters, mailing labels, and many other documents that you use repeatedly.

For example, suppose you have to write the same letter to 20 different people. Instead of typing all 20 letters, you can let the merge feature generate the letters for you. All you have to do is create two documents—one containing the form letter, and another containing the names and addresses of the people to whom the letters will be sent. Then you can merge the two documents and have all 20 letters at once.

The document containing the form letter is the *form file*, and the document containing the names and addresses is the *data file*.



Fields and records in a data file can be separated by merge codes, like the example above, or they can be in a WordPerfect table with a column for each

field and a row for each record. You can also use a tab- or comma-delimited text file exported from a database application as your data file.

To merge documents,

1 Create a form file.

2 Create a data file.

3 Merge the data and form files.

You can also use the Merge feature to combine a form file with text you type during the merge rather than with text from a data file. See *Using Merge Commands* later in this section for more information.

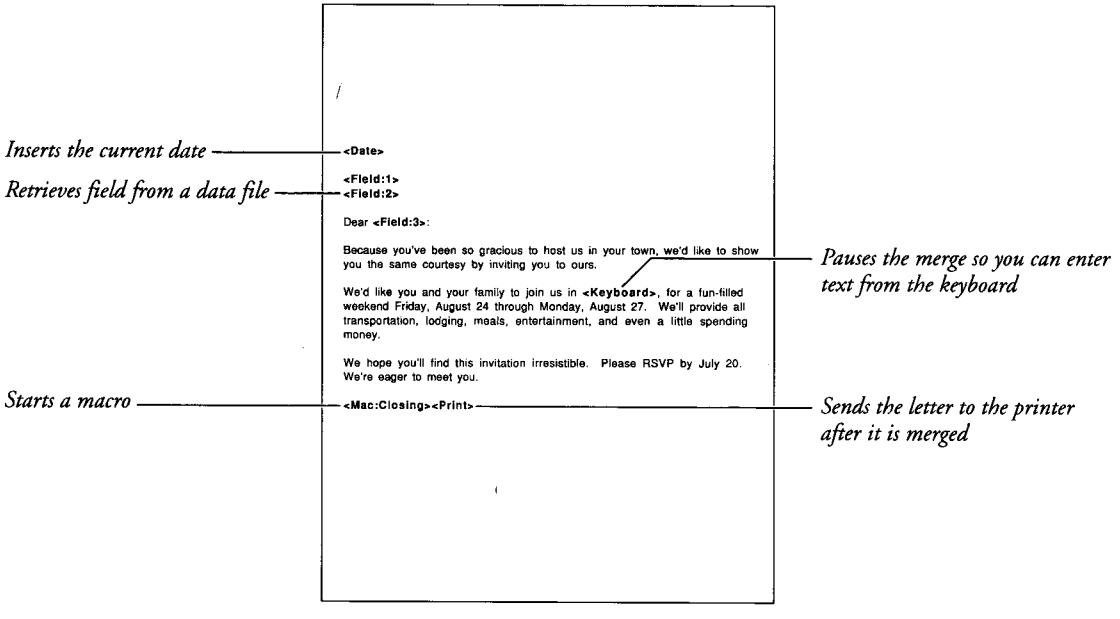
Refer to the following headings in this section for more information:

- Merge Concepts
- Creating Form Files
- Creating Data Files
- Using Merge Commands
- Displaying Merge Command Markers
- Using Messages
- Merging Data and Form Files

Merge Concepts

Form Files

A typical form file might look like this:



You must use a form file to control every merge. The form file is the "template" for the merged output; it contains text and merge commands that insert information from the data file.

Data Files

Data files can contain information divided into *records* (a collection of related information) and *fields* (individual pieces of information in a single record). For example, each record might contain all of the information about one customer, with one field for the customer's name, another field for the street address, another field for the city, and so forth.

If you create the data file in WordPerfect, you can either use merge codes to separate fields and records, or you can use the Table feature to divide the fields and records into columns and rows. If you have a database created in a third-party database application, you can also export data from the database to use as a data file in WordPerfect.

A typical data file that uses merge codes might look like this:

Data File

```
Sandra R. Goldstein<End of Field>
1453 Magnolia Way
Blue Terrace, NC  27618<End of Field>
Sandra<End of Field>
<End of Record>
Julio Cesar Capillas<End of Field>
1448 Sidwinder
Blue Terrace, NC  27618<End of Field>
Julio<End of Field>
<End of Record>
Dennis Washington<End of Field>
148 Alterity Lane
Grantville, NC  27601<End of Field>
Dennis<End of Field>
<End of Record>
Tetsuhara Kikomoto<End of Field>
1101 University Ave.
Leeville, NC  27699<End of Field>
Tex<End of Field>
<End of Record>
L. Gray Larsen
1211 West 1050 North
Provo, UT  84604<End of Field>
<End of Field>
Lisa<End of Field>
<End of Record>
Jorji Davis<End of Field>
1489 West 900 North
Provo, UT  84604<End of Field>
Jorji<End of Field>
<End of Record>
```

Each field ends with an <End of Field> command.

Each record ends with an <End of Record> command.

Other things you should know about data files:

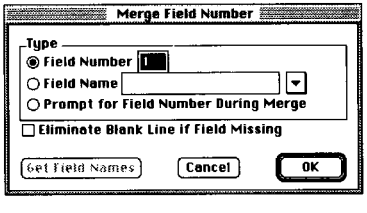
- You can name your fields (for example, "address" or "telephone number"). This lets you reference fields by name instead of number. See *Naming Fields in Data Files with Merge Codes* under *Creating Data Files* later in this section.
- If you don't name your fields, WordPerfect numbers them sequentially for you. The field numbers do not appear in the data file. The first field in each record is number one, the second is number two, and so forth.
- Each record within a data file must contain the same number of fields, even if some fields are empty.
- The same field in each record should contain the same type of information or it should remain empty (no spaces). For example, the address field in each record should contain only the address.
- If you use a data file with merge codes rather than a table, each field must end with the <End of Field> command and each record must end with the <End of Record> command.
- The number of lines in a field can vary from record to record. For example, an address field may be two lines in one record and three lines in another.

Creating Form Files

1. Open a new document by choosing **New** from the **File** menu.
2. If necessary, click **Merge** on the **Control** bar to display the **Merge** bar.
3. Type text until you come to a place where you want to insert information from a data file, such as a name or part of an address.

Instead of typing the information, you will insert a Field command that corresponds to one of the field entries in your data file.

4. Place the insertion point where you want to insert a field.
5. Click **Field** on the **Merge** bar.



6. Select one of the three radio buttons to choose a method of retrieving a field.

If you choose this:	Do this:
Field Number	Type the number of the field that contains the information you want to retrieve.
Prompt for Field Number During Merge	During the merge, specify a field number (not a field name) when prompted.

If you choose this:	Do this:
Field Name	The first time you select the Field Name option, click **Get Field Names** to open a directory dialog box, and find the data file with the named fields. You only have to locate the data file once (during the current WordPerfect session) for each form file. Once you locate the file and select it in the list box, choose the name of the field you want to insert in the form file from the **Name** pop-up menu.

7 Click **OK** to insert the Field number or Field name command into the form file.

8 If you want to insert other merge commands, choose the command you want from the **Other** pop-up menu on the **Merge** bar.

See *Using Merge Commands* later in this section for information on each command.

9 Repeat steps 3 through 8 until you finish the form file.

10 Save the form file.

Creating Data Files

In WordPerfect, you can create a data file that uses merge codes to separate fields and records or one that uses the Table feature to separate fields and records into columns and rows. If you want to merge documents using data from a database application, you can use comma- or tab-delimited text files.

Data Files with Merge Codes

To create a data file that uses merge codes to separate fields and records,

1 Open a new document by choosing **New** from the **File** menu.

2 If necessary, click **Merge** on the **Control** bar to display the **Merge** bar.

3 Type the contents of the first field (for example, the name of the first person on your mailing list). Do not add unnecessary spaces before or after the data.

4 Click **End Of Field** on the **Merge** bar.

An <End of Field> command is inserted. The insertion point automatically moves to the next line, so you can create another field.

5 Type the contents of the next field, then click **End Of Field** on the **Merge** bar.

You can create as many fields as you want. However, you should keep the number of fields in each record consistent. Fields can be as small as a single word and as large as several paragraphs.

6 Repeat step 5 until you have created all the fields you need to complete the record.

7 Click **End of Record** on the **Merge** bar.

The <End of Record> command is inserted. The insertion point automatically moves to the next line, so you can begin another record.

8 Repeat steps 3 through 7 for each record you want to add to the data file.

9 Save the data file.

HINT: You can name fields in a data file to make them easier to retrieve into a form file. You can name the fields before or after you enter data into the fields.

Naming Fields in Data Files with Merge Codes • When you create a form file, it may be difficult to remember which field numbers you want to retrieve from a data file. You can avoid this confusion by naming the fields in a data file rather than having WordPerfect number them.

You can name the fields before or after you enter data into the fields.

1 If necessary, click **Merge** on the **Control** bar to display the **Merge** bar.

2 Open a new document by choosing **New** from the **File** menu.

or

If the data file is already created, open that file, and make sure the insertion point is at the top of the document.

3 Choose **Define Names** from the **Other** pop-up menu on the **Merge** bar.

The Define Names command is inserted into the data file.

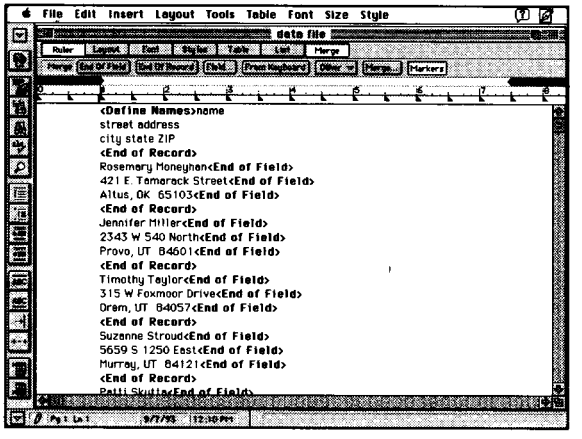
4 Type a name that represents the type of information in the first field in the data file (such as "name"), then press **Return**.

5 Continue typing field names and pressing Return until you have named all the fields.

6 Click **End Of Record** on the **Merge** bar.

7 If this is a new data file, enter the data for each record. (See *Creating Data Files* above.)

8 Save the data file.



This is a data file with field names defined at the beginning.

Data Files in Table Format

To create a data file that appears as a table with columns or rows,

1 Choose **New** from the **File** menu to open a new document.

2 Choose **New** from the **Table** menu.

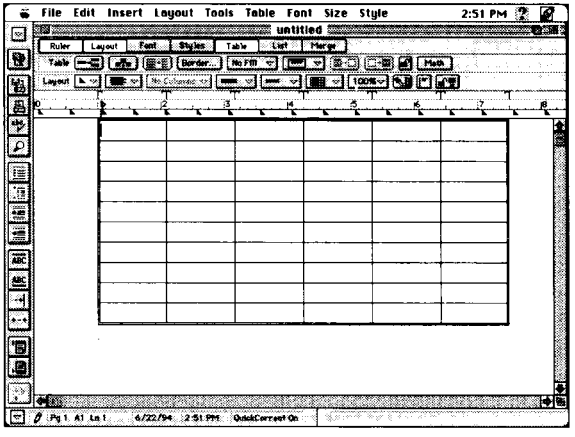
3 In the **Columns** box, type the number of fields that each record of the database will have.

For example, if you want the data file to contain the last name, first name, street address, city, state, and ZIP Code of each of your customers, type **6** to create one column for each of the six fields.

4 In the **Rows** box, type the number of records you want to include in the data file, then click **OK**.

HINT: If you want to include field names in a header row, add an extra row to the table.

The structure of the table appears in the document, with the insertion point in the first cell. The Table bar also appears.



5 Type the text that you want to appear in the table.

HINT: If you included a row for field names, type the field names in the first row, select the row, choose **Header Rows** from the **Table** menu, then click **OK**.

6 Save the data file.

Data Files from Databases

If you want to merge a WordPerfect document with information from a database application, create a data file by exporting the desired records from the database to an ASCII text file using either a comma- or tab-delimited format.

The following example shows database records in comma-delimited format. Field names appear on the first line if they are present. Records are separated by hard returns. Fields are separated by commas, and the text of each field is surrounded by quotes.

```
Last_Name,First_Name,City,ZIP/Postal_Code
"Gray","Lisa","Provo","84604"
"Taylor","Jennifer","Vancouver","V712Z3"
```

The next example shows database records in tab-delimited format.

```
Last_Name,First_Name,City,ZIP/Postal_Code
Gray<tab>Lisa<tab>Provo, UT<tab>84604
Taylor<tab>Jennifer<tab>Vancouver<tab>V712Z3
```

Using Merge Commands

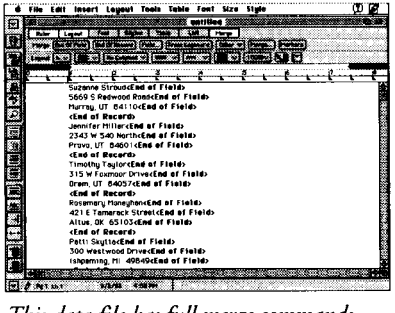
The most common merge commands are displayed as buttons on the Merge bar. The rest are found on the Other pop-up menu on the Merge bar.

Use this command:	To do this:
End of Field	Mark the end of a field in a record.
End of Record	Mark the end of a record in a data file.
Field	Open a dialog box to insert a field number or name into a form file. When a merge encounters the field number or name, it inserts text from the data file field you specified.
From Keyboard	Insert a <Keyboard> command into a form file. When a merge encounters this command, it stops, so you can enter text from the keyboard. You can complete a merge without having a data file by using only <Keyboard> commands.
Date	Insert the current date in merged documents. The merged file will contain the current date as indicated by your computer's internal clock.
Define Names	Use names instead of numbers to delineate fields. Insert this command at the beginning of the data file. See *Creating Form Files* earlier in this section for information about creating form files that use named fields.
Message	Open a dialog box that lets you choose one of six types of messages, then type the message you want to appear when a merge is running. You can use the Message command in either a form file or a data file. See *Using Messages* later in this section.
Next Record	Advance to the next record in the data file and continue the merge using the same form file. You can use the Next Record command in a form file.
Form File	Open a dialog box that lets you choose a different form file. When a merge encounters this command, the merge continues, using the same data file and the new form file you specified. You can use the Form File command in either a form file or a data file. By using the Form File command, you can merge multiple files in one merge.
Quit	Stop the merge. You can use the Quit command in either a form file or a data file.
Run Macro	Open a dialog box that lets you choose from the macros stored in the Library. When a merge encounters this command, the macro you selected automatically runs. You can use the Macro command in either a form file or a data file.

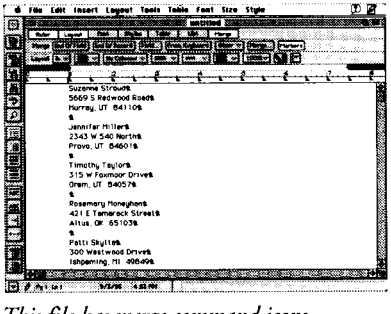
Use this command:	To do this:
Data File	Open a dialog box that lets you choose a new data file. When a merge encounters this command, the merge continues using the same form file and the new data file you specified. Typically, you would use this command at the end of a form file or data file so that when one merge is completed, a new merge begins.
To Printer	Send a merge directly to a printer so that the merge is printed as it takes place instead of being saved to a disk. You can use the To Printer command in either a form file or a data file.
Transfer	Instruct WordPerfect to ignore any subsequent merge commands it encounters and save those commands to the merged document that is being created. When the merge encounters a second Transfer command, the transfer stops and WordPerfect begins taking instructions from the merge commands as usual. Use the Transfer command in a form file only.

Displaying Merge Command Markers

You can change how merge commands are displayed in your files. You can either show the full commands or show the commands as icons.



This data file has full merge commands displayed.



This file has merge command icons displayed.

To display merge command markers as icons instead of full merge commands,

1. Open the data or form file you want to change.
2. If necessary, click **Merge** on the **Control** bar to display the **Merge** bar.
3. Click **Markers** on the **Merge** bar.

You can restore the full merge commands by clicking Markers again.

Using Messages

You can insert messages directly into form and data files. These messages appear while the merge is running and provide additional information to help the user complete the merge.

Adding Messages

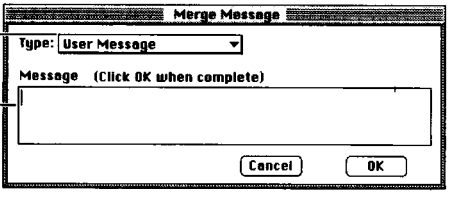
1 Position the insertion point at the location in the form or data file where you want the message.

2 If necessary, click **Merge** on the **Control** bar to display the **Merge** bar.

3 Choose **Message** from the **Other** pop-up menu on the **Merge** bar.

Choose one of six different types of messages.

The message you type in the box appears during the merge.



4 Choose the type of message you want to insert from the **Type** pop-up menu.

See *Message Types* below for information on each type of message.

5 Type a message in the **Message** box, then click **OK**.

Message Types

User Message • A User message is simply displayed in a message box while the merge is running. You can use a User message in either a form or data file.

Keyboard Response • A Keyboard Response message is displayed at the bottom of the window while the merge pauses to let the user type text. Use this message to give the user information about what to type. After typing into the document, the user chooses the End of Field command to continue the merge. You can use a Keyboard Response message in a form file only.

Macro • A Macro message pauses the merge and opens the Run Macro dialog box to let the user select and run any macro. Any message you have added appears in the upper right corner of the dialog box. You can use the message to prompt the user about which macro to run. If the user clicks Cancel in the dialog box, the merge is stopped. You can use a Macro message in either a form or data file.

Form File • A Form File message pauses the merge and opens a directory dialog box to let the user select a new form file. Once the user selects a file and clicks OK, the merge continues, using the new form file. You can use a Form File message in either a form file or data file.

Data File • A Data File message pauses the merge and opens a directory dialog box to let the user select a new form file. Once the user selects a file and clicks OK, the merge continues, using the new data file. You can use a Data File message in either a form file or data file.

Field Number • A Field Number message pauses the merge and opens the Field Number dialog box to let the user choose which field to merge into the

form file at the insertion point. This is useful if you do not know which field should be inserted when you create the form file. You can use a Field Number message in a form file only.

Merging Data and Form Files

Once you create a form and data file, you are ready to merge the two documents to create a third document.

You can begin a merge immediately after creating your form and data files, but you must save them first. You should also close the form and data files before beginning the merge.

1. Open a new document by choosing **New** from the **File** menu.
2. If necessary, click **Merge** on the **Control** bar to display the **Merge** bar.
3. Click **Merge** on the **Merge** bar.

A directory dialog box appears, so you can choose the form file you want.

4. Select a form file from the list box, then click **Merge**.

A directory dialog box appears, so you can choose the data file you want.

5. Select a data file from the list box, then click **Merge**.

If your form file does not contain any Field number or Field name commands, click **No File**. (You do not need to merge with a data file if you are performing a keyboard merge.)

If either the form or data file is already open, an alert box asks you if you want to open the file for read only. Click **Proceed** to continue.

The merge begins automatically. Unless you used the To Printer command, you can save or print the merged document. If you used the To Printer command, the Print dialog box appears. After you click Print, the merge is sent directly to the printer.

Repeating Characters

Use Repeat Count to save time if you need to type repetitive keystrokes or choose commands several times. For example, if you want to insert 30 dashes to form a dashed line, you can use Repeat Count instead of pressing the dash key 30 times.

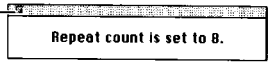
Here are a few of the keystrokes and commands you can repeat using Repeat Count:

- Any letter, number, or symbol
- Delete and Delete Right
- Tab and Back Tab
- Space Bar
- Arrow Keys
- Page Up and Page Down
- Screen Up and Screen Down
- Any other keystrokes that delete text, select text, or move the insertion point
- Macros (by choosing a macro name from the macro submenu)

Repeating Tasks

1 Press ⌘-**Esc** (Escape).

Click the close box to cancel the repeat operation.

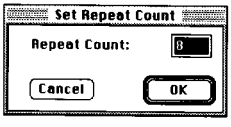


The Repeat Count number is preset to eight. The keystroke you press or command you choose will be repeated eight times unless you change this number. See *Setting the Repeat Count Number* below for more information.

2 Choose the command or press the keystroke you want to repeat.

Setting the Repeat Count Number

1 Press ⌘-**Shift**-**Esc** (Escape).



2 Type a new number in the text box.

You can type any number from 1 to 32767.

3 Click **OK**.

If you are repeating a macro, and you decide to stop the repeat count operation before it is finished, press the **Esc** (Escape) key, or hold down **Command** (⌘) and press the **period**. If you are repeating a keystroke, you cannot stop the repeat count operation before it is finished.

Replacing Abbreviations with Full Text

Use QuickCorrect to expand abbreviations as you type. For example, if you type the abbreviation "pin," you can have it automatically replaced with "Personal Identification Number."

1. Choose **QuickCorrect** from the **Tools** menu.
2. In the **Replace** box, type the abbreviation that you want expanded in your document.
3. In the **With** field, type the expanded word(s) of the abbreviation.
4. Click **Add**.
5. Repeat steps 2 through 4 for each abbreviation you want to expand in your document, then click **OK**.

When you type the abbreviated word that you added, WordPerfect automatically replaces it with the full text as soon as you press the space bar or type a punctuation mark.

IMPORTANT: QuickCorrect must be on to expand abbreviations. For more information about QuickCorrect, see *Using QuickCorrect* in *Chapter 12: Using Language Tools.*

Automating Tasks with Macros

Use the Macros feature to record commands for a task that you would like to automate. For example, you can create a macro that opens a document, gives it a new name, and saves it in another format.

You can have WordPerfect record your keystrokes and commands, you can type macro commands directly into the Macro Editor, or you can use these methods in combination by switching between the Document Editor and the Macro Editor.

IMPORTANT: WordPerfect 3.1 does not ship with a printed macros manual. However, complete information is available online. For a complete list of available macro commands and instructions on how to use them, choose **WP Macro Help** from the ◆ menu if you are using System 6.x or from the Help (balloon) menu if you are using System 7.0 or higher.

This section includes:

- Recording Macros
- Using the Macro Editor to Create Macros
- Running Macros
- Editing Macros
- Macro Editor Options

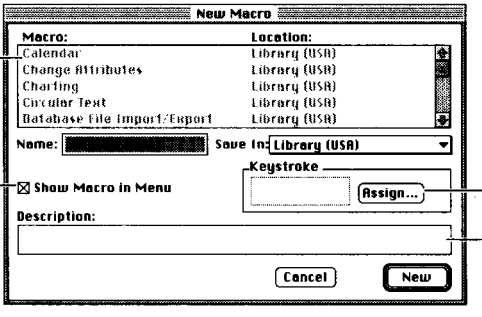
Recording Macros

The easiest way to create a macro is to have WordPerfect record your keystrokes.

1 If you want to start a macro in an open document, place the insertion point in a document.

You do not have to have a document open to record a macro.

2 Choose **Macro** from the **Tools** menu, then choose **Record**.



List of your macros and their locations

Click to prevent the macro from appearing in the Macro submenu.

Click to assign a keystroke to a macro (optional).

Description of the macro (optional)

3 Type a name for the macro in the **Name** box.

4 Choose an option from the **Save In** pop-up menu.

If you plan to use this macro only in the current document, save the macro in the document. If you want to use the macro with other documents, save it in the Library.

HINT: You can assign a keystroke to the macro for quick access. Click **Assign**, press the keystroke combination you want, then click **Assign** again. For more information about assigning keystrokes, see *Customizing Keyboard Assignments* in *Chapter 15: Customizing WordPerfect.*

5 Click **New** to close the dialog box and begin recording the macro.

If a document is open, the Macro Editor appears behind the document window. Otherwise, it appears on the screen.

6 Type the text and choose the commands that you want in your macro.

The Macro Editor records all the text you type and most of the commands you choose. You can switch between the Macro Editor and the document window at any time while recording a macro.

The message "Recording a Macro" appears on the status bar throughout the recording process. WordPerfect records commands from the keyboard (including any text you type) as well as menu and Button Bar selections made with the mouse. However, while recording a macro, you cannot use the mouse to position the insertion point in the document window; use the arrow keys or other commands for moving through a document.

You can see the commands you have recorded by clicking the Macro Editor window. The Macro Editor cycles forward, showing the macro. For information on the Macro Editor, see *Using the Macro Editor to Create Macros* below.

HINT: You can temporarily stop recording a macro by choosing **Macro** from the **Tools** menu, then choosing **Pause**. To continue recording the macro, choose **Macro** from the **Tools** menu, then choose **Resume**.

7 When you are finished recording the macro, choose **Macro** from the **Tools** menu, then choose **Stop Recording**.

An alert box appears asking you if you want to save the changes to the macro.

8 Click **Yes** to save the macro.

Using the Macro Editor to Create Macros

When you record a macro, commands and keystrokes you enter are translated into macro commands. These commands are stored as words that instruct WordPerfect to perform a certain action. The Macro Editor shows you the commands in a macro and lets you modify them.

Almost every action in WordPerfect has a macro equivalent, so it is possible to type the commands for an entire macro in the Macro Editor. In fact, some commands can only be created by typing the command directly into the Macro Editor.

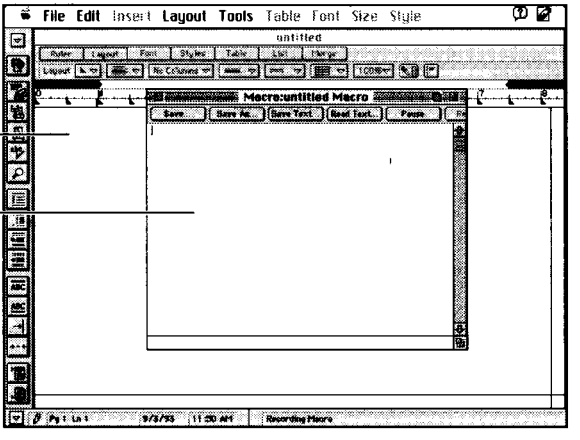
1 If you want to start a macro in an open document, place the insertion point in a document.

You do not need to have a document open to record a macro.

2 Choose **Macro** from the **Tools** menu, then choose **Record**.

If a document is open, the Macro Editor appears behind the document window. Otherwise, it appears on the screen.

3 If a document is open, click on the Macro Editor window behind the document to make the Macro Editor active.



Empty document window

Empty Macro Editor window

4 Type macro commands to create a macro.

For a complete list of available macro commands and instructions on how to use them, choose **WP Macro Help** from the ☛ menu if you are using System 6.x or from the Help (balloon) menu if you are using System 7.0 or higher.

HINT: You can switch between recording commands and typing commands as many times as you want. Simply click the document window to begin recording commands, and click the Macro Editor window to begin typing commands. You can type macro commands as regular text in the Macro Editor, but you must follow the proper syntax (as outlined in WP Macro Help).

5 When you are done, click **Save** at the top of the Macro Editor, then click the close box of the Macro Editor window.

Running Macros

If you saved the macro in the Library, it can be run from any document. However, if you saved a macro in a specific document, you must first open the document that contains the macro.

Running Macros Using Keystrokes

If you assigned a keystroke to the macro,

1 Press the keystroke.

The macro runs.

Running Macros Using the Macro Menu

If you save the macro so that it appears in the macro submenu,

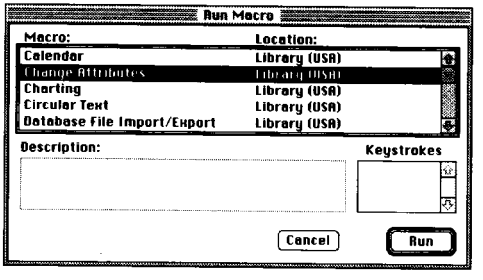
1 Choose **Macro** from the **Tools** menu, then choose the macro you want to run.

The macro runs.

Running Macros Using the Run Macro Dialog Box

If you save the macro so that it does not appear in the macro submenu,

1 Choose **Macro** from the **Tools** menu, then choose **Run**.



2 Select the macro you want to run from the list box, then click **Run**.

or

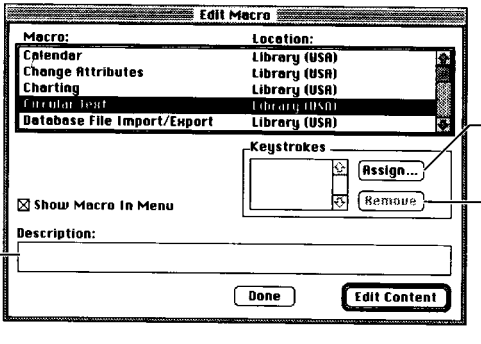
Double-click any macro in the list to run it.

Editing Macros

You can make changes to your macro at any time.

To edit a macro,

1 Choose **Macro** from the **Tools** menu, then choose **Edit**.



Click Assign to assign a keystroke to the selected macro.

Click Remove to remove the keystroke assigned to the selected macro.

Type a description of the macro here.

2 Select the macro you want to edit from the list box.

3 Click **Edit Content**.

or

Double-click any macro in the list to edit it.

4 Type new commands or edit existing ones.

HINT: You can switch between recording commands and typing commands as many times as you want. Click the document window to begin recording commands, and click the Macro Editor window to begin typing commands.

5 When you are done editing, click **Save** at the top of the Macro Editor, then click the close box of the Macro Editor window.

Macro Editor Options

There are several options on the Macro Editor control bar.

Click this button:	To do this:
Save	Save new macro text and commands in the macro's current location.
Save As	Save a copy of the macro you are currently creating or editing with a new name, description, or location.
Save Text	Save the commands of a macro as text to retrieve the text into another document or system.
Read Text	Convert macros that have been saved as text back into macros.
Pause	Temporarily stop recording commands and keystrokes, so you can use WordPerfect without recording commands.
Resume	Resume recording commands and keystrokes.

Sharing Information Using Publish and Subscribe

Use Publish and Subscribe to share information created in one application or document with the same document or another document.

To use Publish and Subscribe, you must have System 7.0 or higher.

This section includes:

- The Publish and Subscribe Files
- Publishing Editions
- Subscribing to Editions
- Updating Editions
- Receiving Updated Editions

The Publish and Subscribe Files

Publish and Subscribe involves three files: the publisher, the edition, and the subscriber. Briefly, the publisher creates an edition file, and the subscriber includes a copy of the edition within the subscriber document.

The Publisher

The publisher is the document from which you select a section (text, graphic, table, or combination of the three) to share with another document. The file you create is called the *edition*. If you need to make changes to the edition, you can do it only in the publisher. You can publish as many sections as you want from a single publisher.

The Edition

The edition file is a copy of text or graphics from the publisher and is the link between the publisher and subscriber. When you open the publisher and make changes to the published section, the edition file can be updated automatically. See *Updating Editions* later in this section for Publisher Options that affect the edition. The edition file can be published by only one publisher. However, it can be used by as many subscribers as you want.

The Subscriber

The subscriber is a document that includes information from one or more edition files. When the publisher updates the edition file, the subscriber can be updated as well. A subscriber document can subscribe to as many editions as you want. You can also publish sections from a subscriber document.

When you use the Subscribe feature, the information from another document is displayed as part of the current document. For example, you can create a table in WordPerfect that includes formulas for calculating a budget. You can publish the table, then subscribe to the table in another document or several other documents. When you make changes to the table in the publisher document, the changes are automatically made to the subscriber document when it is open. You save time because you only have to update information once instead of everywhere it appears.

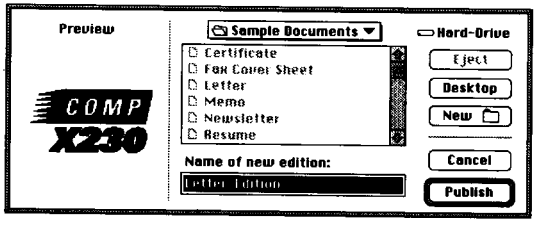
Publishing Editions

Use the Create Publisher command to make information in one document available to other documents. The shared information is called an *edition.*

1. Open the document that contains the information you want to share with other documents.
2. Select the text, graphic, or table you want to share with other documents or applications.

HINT: To publish a graphic, you must select the graphic from the Document Editor. You cannot publish a graphic from the Graphics Editor.

3. Choose **Publishing** from the **Edit** menu, then choose **Create Publisher**.



The Create Publisher dialog box appears. The name of the document with "-Edition" following it is placed in the text box. This is the suggested name for the edition file. You can rename the file if you want; you do not need to include "-Edition" as part of the filename.

4 If you want the edition file to be saved somewhere other than the default document folder, choose the folder in which you want it to be saved.

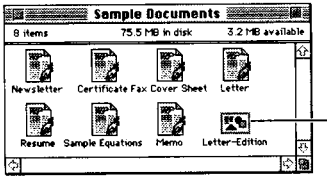
5 When you are finished, click **Publish**.

If a file of the same name exists in the folder, WordPerfect prompts you to cancel or replace the existing edition file. This usually happens when you accept the suggested edition file after already creating one edition file from the same document. Remember, each edition file must have a unique name.

6 Save the document.

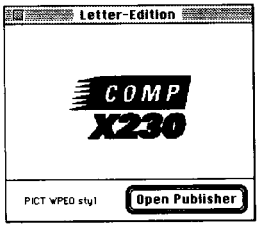
If you do not save the publisher, the edition file is lost when you close the publisher.

The edition file you created appears as an icon with a gray border in the folder you designated.



Edition file

You can open the document that created the publisher by double-clicking the edition icon. When you double-click an edition icon, a dialog box opens and shows a representation of the edition material. Click the **Open Publisher** button to open the document that contains the publisher.

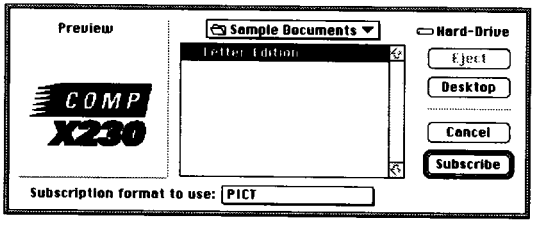


Subscribing to Editions

Use the Subscribe command to insert information from a document that has been published. You can subscribe to any number of edition files created in WordPerfect or in another application.

1 Place the insertion point where you want the edition to appear in the document.

2 Choose **Publishing** from the **Edit** menu, then choose **Subscribe To**.



3 Select the edition in the directory list box, then click **Subscribe**.

The edition appears in your document.

When you click the edition in the subscriber document, the entire edition is selected. If you type while the edition is selected, the subscription is cancelled and is replaced with what you type. Follow the steps above to resubscribe to the edition if you delete it accidentally.

Formatting Editions

You can change the font, attributes, and formatting of edition text within the subscriber document if the edition does not contain formatting codes for the options you want to change. For example, a line spacing change for the entire subscriber document won't affect the subscribed edition if there's a line spacing code within the edition. Any formatting codes within the edition do not affect the text that follows the subscribed edition.

When you change the format of an edition it affects the entire edition text. You cannot select individual words or lines within the edition to format separately.

To format edition text,

1 Open the subscriber document.

2 Double-click the section of text you subscribed to (the edition).

3 Make sure **Preserve Formatting Changes** is selected, then click **OK**.

If Preserve Formatting Changes is not selected, you may lose the format and attributes the next time you retrieve the updated edition.

4 Click the edition.

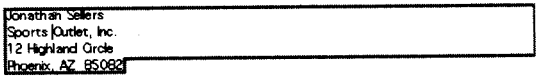
5 Choose the font, attributes, and formatting you want for the edition text.

Updating Editions

1 Open the publisher document that contains the edition you want to update.

2 Click a section of text, a graphic, or a table that you have published.

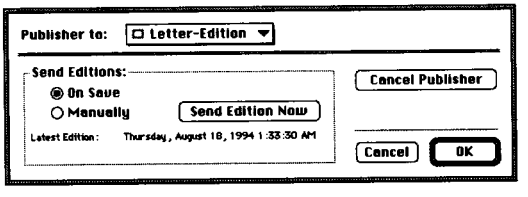
WordPerfect surrounds the published section with a gray border.



3 Edit the section as you normally would.

HINT: If the publisher is a graphic, you must open the Graphics Editor to edit it. You can double-click the graphic to open the graphic editor.

4 Choose **Publishing** from the **Edit** menu, then choose **Publisher Options.**



Use the Publisher Options dialog box to update the edition or stop publishing the edition. The Publisher Options affect the shared information in the edition file and all the documents that subscribe to the edition. The following table explains the options.

To do this:	Do this:
View the path to the edition	Choose the **Publisher to** pop-up menu.
Update the edition each time you save the publisher document	Select **On Save.**
Update the edition only when you want	Select **Manually.** To update the edition, you must click **Send Edition Now** before you save and close the publisher document, or the edition won't be updated.
Update the edition immediately	Click **Send Edition Now.**
Permanently discontinue publication of the edition	Click **Cancel Publisher.** The edition file is deleted after you save the changes to the publisher document. When you cancel a publisher, the subscribers cannot be updated unless you republish the edition.

When you discontinue a publication, the related edition file is deleted. You cannot subscribe to that edition. If you need to resubscribe to a discontinued publication, you must repeat the steps above to republish the edition. See *Publishing Editions* earlier in this section. For former subscribers to receive updates from the edition, you must name the edition the same as before.

5 When you have finished, click **OK**.

Receiving Updated Editions

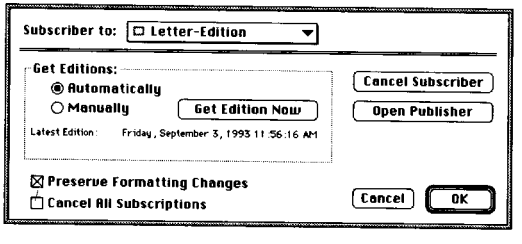
Use Subscriber Options to choose when you want your subscriber document to be updated when changes are made to the edition. You can have the information updated automatically or on your command, or you can cancel the subscription.

1 Click the edition within the subscriber document.

WordPerfect highlights the subscribed section and surrounds it with a gray border.

When an edition is selected in the subscriber document, do not type anything or press the delete keys or space bar. If you do, the selected edition will be deleted. (You can choose **Undo** from the **Edit** menu to restore the edition if you delete it accidentally.)

2 Choose **Publishing** from the **Edit** menu, then choose **Subscriber Options**.



Use the Subscriber Options dialog box to retrieve the updated edition, cancel the subscription, or open the publisher document. The table below describes the options. The Subscriber options affect only the current subscriber document.

To do this:	Do this:
View the path to the edition	Choose the **Subscriber to** menu.
Update the subscription whenever the edition is updated in the publisher document	Choose **Automatically**.
Update the subscription only on your command	Choose **Manually**. To update the subscriber document with the most recent information, click **Get Edition Now**.
Update the subscription immediately	Click **Get Edition Now**.

To do this:	Do this:
Allow the subscription to be updated without changing the formatting you have given to the subscribed text	Select **Preserve Formatting Changes**. If you do not select this option, attribute changes you made to the edition text in the subscriber document will be replaced with the formatting from the publisher document when you update the edition.
Discontinue all subscriptions in the document	Select **Cancel All Subscriptions**. This option discontinues the subscriptions; it does not delete the related edition files.
Discontinue only the current subscription	Click **Cancel Subscriber**. This option discontinues the subscription; it does not delete the related edition file.
Edit the edition	Click **Open Publisher** in the Subscriber Options dialog box, then edit publisher. When you are finished, update the publisher as explained in *Updating Editions* above.

If you cancelled a subscription and want to resubscribe, you need to subscribe to the edition as you did originally. See *Subscribing to Editions* earlier in this section. When you cancelled the original subscription, a copy of the edition was left as regular text or graphics in your document. If you decide to resubscribe, you may want to delete the old copy to get rid of outdated information.

3 When you have finished, click **OK**.

Using AppleScript™

WordPerfect is compatible with AppleScript™, a system-level scripting language created by Apple Computer, Inc., that allows cooperation and communication between multiple applications. Using AppleScript, you can write scripts (similar to WordPerfect macros) for tasks that involve WordPerfect and other applications. For example, you can write a script to take data from a spreadsheet application, create a chart, and paste it into a word processing document. You can write a script to select records in a database application and export them to WordPerfect and then merge them with a form letter.

IMPORTANT: AppleScript requires System 7.0 or later.

Scripting

Scripts can be written and compiled using Apple Computer's Script Editor or a compatible third-party script editor. See the *AppleScript Getting Started Guide* (available from Apple Computer, Inc.) for details.

Apple Computer's Script Editor is available from Apple Computer, Inc., and is included with System 7 Pro and System 7.1.2.

When writing a script, use a *Tell statement* to give WordPerfect a command or series of commands. A Tell statement tells WordPerfect what to do and what object to use (such as a window, paragraph, or word in a document.) In the following example, the Tell statement sends a Print command to the Window object in WordPerfect, then ends.

```
Tell Application "WordPerfect"
    Print window 1
End Tell
```

A Tell statement can include several commands or events. For example:

```
Tell Application "WordPerfect"
    Set font of paragraph 1 to "Times"
    Print window 1
End Tell
```

When writing a script, you can use several methods—called reference forms—to specify the object you want to use or its location. You can reference an object by its number, its name, or its class. You can also reference a series of objects, and you can reference a location in relation to another object. Here are some examples.

Reference form:	Example:
By number	**Word 1, window 1, or paragraph 1**
By name	**Window "Monthly Sales Report"**
By class	**Every word of page 1**
By series	**Words 1 through 5 of window 1**
By position in relation to another object	**Move word 1 to After word 5**

For information about the AppleScript commands you can use with WordPerfect, refer to the Apple Events Dictionary. For information about opening the Apple Events Dictionary, see *Using Apple Events* below.

For more information about referencing objects as well as all other AppleScript conventions, see the *AppleScript Getting Started Guide.*

Using Apple Events

Apple Events are the tokens (commands) that allow AppleScript to function. Apple Events are grouped into suites that enable applications to perform certain functions in relation to other applications.

WordPerfect supports all of the Required suite and Core suite Apple Events as well as many events in the Text suite, the OCE Mailer suite, the Word Processor suite, and the Miscellaneous Standards suite (including DoScript and Class Graphic—also known as Edit Graphic—events). For a list of the commands or events supported in each suite, open the WordPerfect Apple Events Dictionary. See *WordPerfect Apple Event Dictionary* below for instructions.

HINT: The Apple Events supported by WordPerfect allow you to accomplish basic, content-based tasks using scripting commands. While the majority of the high-end word processing (and graphics) features available in WordPerfect are not directly accessible using AppleScript, you can write a script that will run a WordPerfect macro and use many of those features indirectly. Use the DoScript command to run a WordPerfect macro from a script.

Apple Events also enable you to launch cooperating third-party applications directly from WordPerfect. For example, with the Edit Graphic event, you can paste a graphic or equation created in a cooperating application into a WordPerfect document, then double-click it to launch the creating application. Or, using the Word Services event, you can launch cooperating third-party applications, such as spellers or grammar checkers, directly from WordPerfect. For more information, see *Using Word Services* in *Chapter 12: Using Language Tools.*

WordPerfect Apple Event Dictionary

WordPerfect contains an Apple Event Dictionary that provides a list of the Apple Event suites that WordPerfect supports. The commands and classes of objects that are recognized by WordPerfect are listed with each suite.

Use the Apple Event Dictionary as a reference when writing scripts that send events to WordPerfect. You can view, copy, or print the Apple Event Dictionary using the Script Editor that is included with System 7 Pro and System 7.1.2.

To open the WordPerfect Apple Event Dictionary,

1. Launch the Script Editor.
2. Choose **Open Dictionary** from the **File** menu.
3. Double-click the **WordPerfect** application in the **WordPerfect** folder.
4. From the list on the left side of the window, click the suite(s) or event(s) you want to display.

When you select a suite in the list, the event commands appear in the right side of the window with additional information.

HINT: To print the selected suites, choose **Print** from the **File** menu.

Chapter 15: Customizing WordPerfect

433 *Changing the Default Font*

433 *Changing Default Document Settings*

434 *Showing or Hiding Bars*

435 *Changing the Date/Time Format*

435 *Setting Up Default Folders*

437 *Changing File Settings in Menus and Dialog Boxes*

438 *Customizing the Environment Settings*

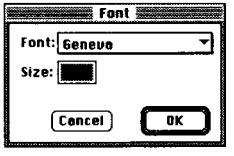
442 *Customizing Keyboard Assignments*

445 *Customizing the Graphics Editor*

Changing the Default Font

Initially, WordPerfect is set to use 12-point Geneva font when you type text. Use Font Preferences to change the default font.

1 Choose **Preferences** from the **Edit** menu, then click **Font** in the Preferences window.



2 Choose a font from the **Font** pop-up menu, type a size in the **Size** box, then click **OK**.

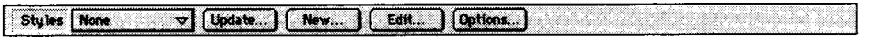
The default font you choose affects the active document and each new document you create.

For more information about fonts, see *Formatting Characters* in *Chapter 7: Formatting Documents.*

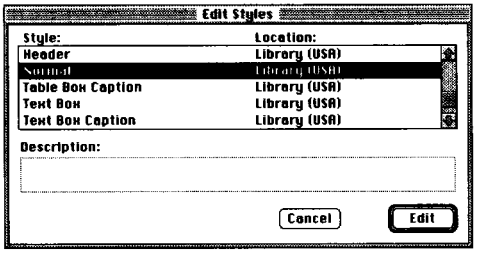
Changing Default Document Settings

Initially, WordPerfect's margins and tabs are preset. For example, the USA English version of WordPerfect is set with the left, right, top, and bottom margins at one inch, and tabs at every half inch. You can change those settings or include other formatting options in your default documents settings by editing the Document style. Changes made to the Document style affect all documents, including existing ones that do not include formats specific to the document.

1 Click **Styles** on the **Control** bar to display the **Styles** bar.

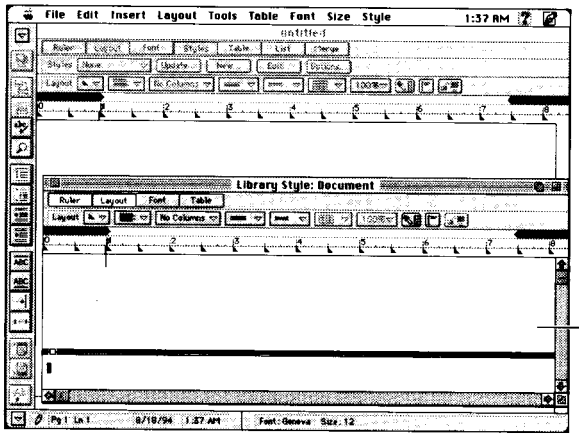


2 Click **Edit** on the **Styles** bar.



3 Select **Document** in the list box, then click **Edit**.

A style editing window appears, so you can make changes or additions to the style.



4 Choose the formats you want to save and delete those you do not want in the Document style.

Most formats available in WordPerfect can be included in the style.

5 Click the close box to close the editing window.

The new formats take effect when you close the editing window.

When you open a new document, it will reflect the formatting choices contained in the Document Style. You can make changes to the formatting of any document.

The Document style also affects existing documents that you open if they do not contain formatting specific to the document.

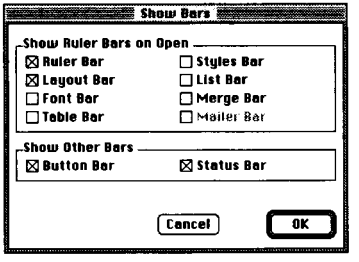
HINT: If you ever want to reset the Document style to what it was when you first installed WordPerfect, edit the Document style by removing any formatting codes you have inserted in the style editing window. Because the Document style is based on the WP Defaults, it will revert to the WP Default settings.

For more information about styles, see *Formatting with Styles* in *Chapter 14: Saving Time with Automated Tasks.*

Showing or Hiding Bars

Use the Show Bars dialog box to specify which ruler bars you want to display, and whether or not you want to display the status bar when you open WordPerfect.

1 Choose **Preferences** from the **Edit** menu, then click **Show Bars** in the Preferences window.



2 Select or deselect the options in the dialog box, then click **OK**.

The options you choose are effective as soon as you close the dialog box, but are not reflected in the current document. The selected bars will appear each time you open a document. You can still turn bars on and off in the Document Editor at any time.

For more information about using the Button Bars, ruler bars, and status bar, see *Chapter 2: Introducing WordPerfect.*

Changing the Date/Time Format

Use the Date/Time dialog box to customize the date/time format.

1 Choose **Preferences** from the **Edit** menu, then click **Date/Time** in the Preferences window.

2 Choose options from the **Formats**, **Date**, and **Time** menus to customize the date/time format.

3 Click **OK**.

When you change the default date/time format, the new format appears in your document when you choose **Text Date/Time** or **Auto Date/Time** from the **Insert** menu. The format of previously entered date/time functions does not change. For information about using the Text Date/Time or Auto Date/Time features, see *Entering Text* in *Chapter 5: Creating Documents.*

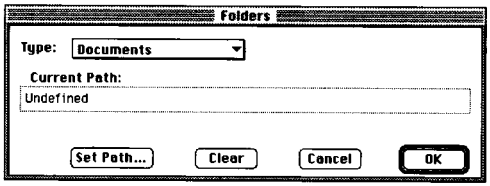
Setting Up Default Folders

Use the Default Folders dialog box to specify where you want to save documents and where to look for your Library, Common Library, Dictionary and Thesaurus, User Dictionary, Language Tools for the Dictionary (USA), Help files, and the WordPerfect application.

Although default folders are already defined for most of these files, you should reset the path to them if you move the files to another location.

Set a default folder for a Common Library if you are on a network and the system administrator creates a Common Library on the file server. Set a default folder for documents if you want WordPerfect to save all your documents to a particular folder.

1 Choose **Preferences** from the **Edit** menu, then click **Folders** in the Preferences window.

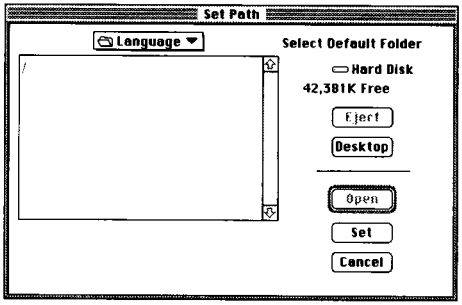


2 Choose a file type from the **Type** pop-up menu.

The path to the file appears in the Current Path box. If no folder is defined for this file, "Undefined" appears in the box.

3 Click **Set Path.**

A directory dialog box appears, so you can choose a new folder as the default location for the selected file type.



4 Open the folder you want as the default.

If you need help using the directory dialog box to locate and open the desired folder, see *Filing* in *Chapter 8: Saving and Managing Documents.*

5 Click **Set.**

The dialog box closes, and the new path appears in the Current Path box.

6 Click **OK.**

HINT: You can click the **Clear** button to change any path or folder to "Undefined."

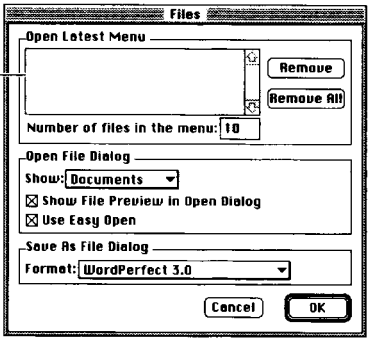
Changing File Settings in Menus and Dialog Boxes

Use the Files dialog box to change the following settings:

- The number of documents that appear on the Open Latest menu
- Which documents appear on the Open Latest menu
- The default type of documents that appear in the Open dialog box
- Document Preview in the Open dialog box
- The default format for saving documents

1 Choose **Preferences** from the **Edit** menu, then click **Files** in the Preferences window.

Names of the most recently used documents that appear on the Open Latest menu



2 Change the dialog box settings as needed.

To do this:	Do this:
Change the number of documents that appear on the Open Latest menu	Type a number in the **Number of files in menu** box.
Remove a document from the Open Latest menu	Select the document in the list box, then click **Remove**. You can also click **Remove All** to clear the **Open Latest** menu.
Change the type of items that appear by default in the Open dialog box	Choose the item type you want from the **Show** pop-up menu.
Turn Document Preview on or off in the Open dialog box	Make sure the **Show File Preview in Open Dialog** checkbox is marked.
Use Easy Open (available separately or with System 7.5 or later) to open non-WordPerfect documents.	Make sure the **Use Easy Open** checkbox is marked. This checkbox determines the default setting of the Use Easy Open checkbox in the Open dialog box.
Change the default format used for saving documents (in the Save As dialog box)	Choose a format option from the **Format** pop-up menu.

3 Click **OK**.

Customizing the Environment Settings

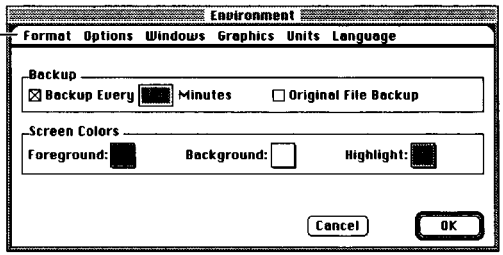
Use the Environment dialog box to customize many settings that affect the WordPerfect environment.

This section deals with changes you want to remain in effect whenever you use WordPerfect. For information on making more temporary changes, refer to the other chapters in this manual. Use the *Table of Contents* or *Index* to locate the appropriate chapter.

1 Choose **Preferences** from the **Edit** menu, then click **Environment** to open the Environment dialog box.

HINT: You can also double-click one of the numbers on the Ruler to open the Environment dialog box.

Use the options in the menus to make environment choices.



2 Change the settings as needed, then click **OK**.

To do this:	Do this:
Change the frequency of automatic backup	Type a number in the **Backup Every ... Minutes**.
Turn off automatic backup	Deselect the **Backup** checkbox.
Turn on Original File Backup	Click the **Original File Backup** checkbox. For more information about backup, see *Backing Up Documents* in *Chapter 8: Saving and Managing Documents.*
Change the screen colors (color monitors only) for the window (Background), text (Foreground), and selected text (Highlight)	Choose the desired color from the **Screen Colors** pop-up palettes. To edit the color using the Color Wheel dialog box, double-click the color you want to edit. For more information about using the color wheel, see *Editing Graphics* in *Chapter 10: Working with Graphics.*

To do this:	Do this:
Format according to paragraphs	Choose **Paragraph** from the **Format** menu. This option is on by default. If you place the insertion point anywhere in a paragraph and change the formatting, the change affects the entire paragraph and any subsequent text. Some formatting choices affect the entire paragraph even when you select only a portion of the paragraph.
Format paragraphs individually	Choose **Single Paragraph** from the **Format** menu. If this option is selected, WordPerfect formats each paragraph individually. For example, if you place the insertion point anywhere in a paragraph and then change the margins, the margins change in that paragraph only.
Use dormant returns at the top of pages	Choose **Dormant Return** from the **Format** menu. Whenever a Return appears alone on a line at the top of a page that begins with a soft page break, WordPerfect changes the return to a dormant return, so that an unwanted blank line is not inserted at the top of a page. (This option is on by default.)
Use font mapping	Choose **Font Mapping** from the **Format** menu. When you open a document that uses a font that is not in the current system, WordPerfect uses font mapping to substitute an alternative font. (This option is on by default.) See *Using Font Mapping* below for more information.
Set the Japanese hyphenation defaults	Choose an appropriate option from the **Format** menu. See *Using International Languages* in *Chapter 12: Using Language Tools* for more information.
Display each font name on the Font menu in the appropriate font	Choose **Graphic Font Menu** from the **Options** menu. This option is on by default. For more information about fonts, see *Formatting Characters* in *Chapter 7: Formatting Documents.*

To do this:	Do this:
Display extra key commands on the menus	Choose **Extra Menu ⌘ Keys** from the **Options** menu. For more information about key commands, see *Customizing Keyboard Assignments* later in this chapter.
Turn Drag and Drop on or off	Choose **Drag and Drop** from the **Options** menu. (Drag and Drop is on by default.)
Change the default search direction (in the Find/Change dialog box) to Wrap Around	Choose **Wrap Around** from the **Options** menu.
Snap tabs, margins, columns, and first-line indents to regular points on the Ruler	Choose **Snap to Grid in Ruler** from the **Options** menu. The points occur every 1/16 of an inch, 1/5th of a centimeter, 6 points, 1 pica, .5 cicéros, or 6 didots. You can use these points to align text and objects more accurately. (You can temporarily override the current setting by holding down **Shift** while you position a marker on the Ruler.)
Show or hide ruler guides when moving markers on the Ruler	Choose **Show Ruler Guides** from the **Options** menu. (This option is on by default.)
Open windows in the size and location you last specified (for each document)	Choose **Remember Window Location** from the **Windows** menu. (This option is on by default.)
Widen the insertion point	Choose **Wide Insertion Point** from the **Windows** menu.
Display white space for top and bottom margins in the Document Editor	Choose **Show White Space** from the **Windows** menu.
Show or hide paragraph marks and marks for tabs, spaces, and List feature markings on screen	Choose **Show ¶** from the **Windows** menu.
Show or hide Merge command markers in merge documents (on screen and on the printed page)	Choose **Show Merge Codes** from the **Windows** menu. (This option is on by default.) For more information, see *Merging Documents* in *Chapter 14: Saving Time with Automated Tasks.*

To do this:	Do this:
Show or hide the formatting codes window	Choose **Show Codes** from the **Windows** menu. For more information about using the codes window, see *Using Formatting Codes* in *Chapter 7: Formatting Documents.*
Treat graphics as characters, or anchor them to a page or paragraph	Choose **Character**, **Anchor to Page**, or **Anchor to Paragraph** from the **Graphics** menu. For more information about these options, see *Moving Graphics* in *Chapter 10: Working with Graphics.*
Display figures or overlays on screen	Choose **Display Figures** or **Display Overlays** from the **Graphics** menu. Both of these options are on by default. Turning these features off improves the speed of scrolling and screen redraw. This option affects only the screen display; if you print with Figures Display turned off, the graphic or overlay will print.
Change the default unit of measurement	Choose an option from the **Units** menu.
Show unknown character symbols when you open a document that was created on a script system you do not have installed	Choose **Show Unknown Alphabets** from the **Language** menu. (This option is selected by default.)
Add commands to the Match menu in the Find/Change dialog box for use with non-Roman script characters	Choose **Search Mixed Alphabets** from the **Language** menu. For more information about the commands that are added, see *Using International Languages* in *Chapter 12: Using Language Tools.*
Enable you to type 2-byte characters or non-Roman 1-byte characters in the Document Editor when you have installed an Apple Language Kit	Choose **Use Inline** from the **Language** menu. See *Using International Languages* in *Chapter 12: Using Language Tools* for more information.

Using Font Mapping

The font mapping option is most useful for documents that are converted from WordPerfect on other platforms (such as DOS or Windows) to the Macintosh platform.

When Font Mapping is On

When you type a character in a font, WordPerfect records the character and a general representation of what the character looks like (according to the WP character set that is part of the WordPerfect program). If you later change that character to another font, WordPerfect determines whether or not that character exists in the new font. If so, it maps the font to allow the same character to appear.

If the character does not exist in the new font, WordPerfect displays ¿ (the *unknown character symbol*).

For example, if you type the character *a*, using the Geneva font, then select it and change the font to Symbol, the unknown character symbol appears because the Symbol font does not include an *a*. If you change the font to one that includes an *a*, the correct character appears.

When Font Mapping is Off

When you type a character in a font, WordPerfect records the character (according to its position in the character set of the active font). The WP character set equivalent is not recorded. If you change that character to another font, WordPerfect displays the character that is located at the same position in the character set of the new font.

Customizing Keyboard Assignments

You can customize the key command assignments either by assigning individual keystrokes or by creating a new keyboard definition with new keystroke assignments. You can also create a listing of your current key command assignments.

This section includes:

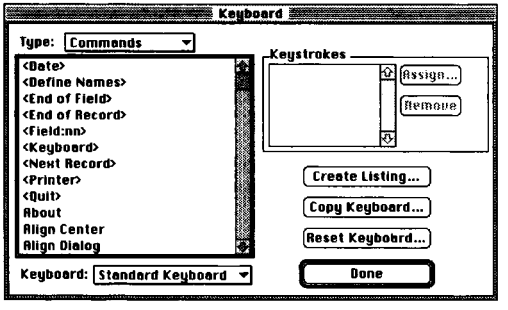
- Assigning Keystrokes
- Creating New Keyboard Definitions
- Changing Keyboard Definitions
- Resetting the Standard Keyboard
- Creating a Listing of Current Key Commands

Assigning Keystrokes

You can assign a keystroke to a character, command, macro, menu, style, or variable.

HINT: If you want to assign a keystroke to a macro or style that is saved in a document, you must first open that document.

1 Choose **Preferences** from the **File** menu, then click **Keyboard** in the Preferences window.



2 Choose the appropriate option from the **Type** pop-up menu.

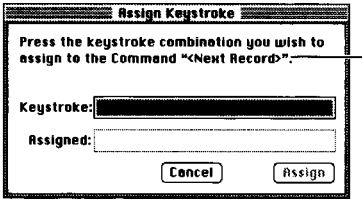
The list box displays the available items of the type you selected.

3 Select the item you want from the list box.

If the item is already assigned to one or more keystrokes, the keystrokes appear in the Keystrokes list box. You can change existing keystrokes or add new ones.

HINT: If you want to change an existing keystroke, select the keystroke you want to change from the Keystrokes list box, then go to step 4. If you want to remove an existing keystroke, select it, then click **Remove**.

4 Click **Assign**.



The command you selected appears here.

5 Press the keystroke combination you want to assign.

A keystroke can include as many as three modifier keys (Command, Shift, Option, Control, or a Gold key), but it must also include one character key.

If the keystroke you press is already assigned to an item, the item appears in the Assigned box. If you do not want to reassign the keystroke, press a new keystroke.

6 Click **Assign** to assign the keystroke and close the dialog box.

Repeat steps 2 through 6 if you want to change more keystroke assignments.

7 Click **Done** to accept the changes and close the Keyboard dialog box.

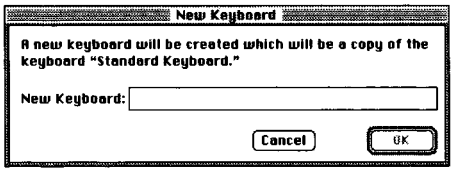
The keystrokes you assigned, changed, or deleted are only in effect when using the current keyboard.

Creating New Keyboard Definitions

1. Choose **Preferences** from the **Edit** menu, then click **Keyboard** in the Preferences window to open the Keyboard dialog box.
2. Choose a keyboard from the **Keyboard** pop-up menu.
3. Click **Copy Keyboard**.

The new keyboard will be based on the same keystroke assignments in the keyboard you choose.

Initially, WordPerfect has only one keyboard (the Standard Keyboard). If you create additional keyboards, they appear on the Keyboard pop-up menu. You can choose any keyboard from the menu.



4. Type a name for the new keyboard, then click **OK**.

The new keyboard appears on the Keyboard pop-up menu in the Keyboard dialog box.

If you want to use the new keyboard, choose it from the Keyboard pop-up menu.

Changing Keyboard Definitions

If you have created at least one additional keyboard, you can change keyboard definitions.

1. Choose **Preferences** from the **Edit** menu, then click **Keyboard** in the Preferences window.
2. Choose the keyboard you want to use from the **Keyboard** pop-up menu.

Resetting the Standard Keyboard

Use the Reset button in the Keyboard dialog box to reset the Standard Keyboard to its original keystroke assignments.

1. Choose **Preferences** from the **Edit** menu, then click **Keyboard** in the Preferences window.
2. Click **Reset Keyboard**.

An alert box appears.

3 Click **Rename** if you want to save any changes made to the Standard Keyboard, then type a name for the keyboard containing the changes.

or

Click **Overwrite** to erase any changes made to the Standard Keyboard.

4 Click **OK** if you clicked **Rename**.

Creating a Listing of Current Key Commands

To create a listing of all the current key command assignments,

1 Choose **Preferences** from the **Edit** menu, then click **Keyboard** in the Preferences window.

2 Click **Create Listing**.

A directory dialog box appears, so you can name the list and choose the disk and folder where you want it to be stored.

3 Choose the disk and folder where you want the document to be saved.

If you need help using the directory dialog box to change disks or open folders, see *Dialog Boxes* in *Chapter 2: Introducing WordPerfect.*

If you want to give the list document a name other than Keyboard List, you can type a different name in the Save Listing As box.

4 Click **Save**.

The document is saved as a text file, so you can open it in any application.

You may want to print this document to help you make decisions before reassigning keystrokes. You may also want to create and print a listing after you have made changes. Before you can print the list, you will need to close the dialog box and open the text file.

Customizing the Graphics Editor

Use the Save Settings command to customize the default settings in the Graphics Editor.

1 In the Graphics Editor, choose the settings you want as default settings.

To do this:	Do this:
Change the appearance of the grid	Choose **Grid Options** from the **Layout** menu, choose the desired settings, then click **OK**.
Hide or show the grid	Choose **Hide** (or Show) **Grid** from the **Layout** menu.
Turn grid snap off or on	Choose **Grip Snap Off** (or On) from the **Layout** menu.
Change the default location of the tool palette	Drag the palette to a new location.
Change the default arc type (used by the Arc tool)	Choose **Arc Types** from the **Layout** menu, select the desired type, then click **OK**.
Change the default radius of rounded rectangles	Choose **Rounded Corners** from the **Layout** menu, enter a new radius, then click **OK**.
Change the default pen or fill pattern	Choose a new pattern from the **Pen Pattern** tool or the **Fill Pattern** tool.
Change the default pen or fill foreground or background colors.	Click the foreground or background square in the **Pen Color** tool or the **Fill Color** tool, then choose a new color.
Change the pen size (for object borders)	Choose **Pen Size** from the **Layout** menu, type a value for the pen width and height, then click **OK**. You can also choose a size from the **Pen Size** tool on the tool palette.
Change the default font, size, and style for text objects	Without a text object selected, choose the desired font, size, and style from the **Font** and **Style** menus.

2 Choose **Save Settings** from the **Edit** menu.

An alert box appears.

3 Click **Yes**.

The settings you choose remain in effect until you change them and choose Save Settings again.

HINT: For information about changing the colors or patterns that are available on the tool palette, see *Editing Graphics* in *Chapter 10: Working with Graphics.*

Chapter 16: Troubleshooting

449 *What To Do If You Have a Problem*

What To Do If You Have a Problem

When you use computer software, problems can occur for a variety of reasons, including:

- Insufficient RAM (Random Access Memory) or memory allocated to WordPerfect
- Conflicts in memory between applications and system extensions or control panels
- Failure to meet the standard hardware or software requirements
- Conflicting formats in documents
- Damaged hardware, system software, application files, or documents

If you experience a problem while using WordPerfect, the following information may help you to resolve it. If you need further assistance, see *Getting Help* in *Chapter 1: Getting Started* for information about other resources.

If you experience a problem printing a document, see *Printing Problems* later in this section.

If you experience any other type of problem, answer the following questions and follow the instructions given.

1 Does the problem occur only when you are using WordPerfect?

No: Continue to step 2.

Yes: Go to step 3.

2 Turn off non-essential control panels and system extensions (such as screen savers, virus checkers, and other additions to the basic system), then restart the computer.

HINT: To restart the computer without extensions or control panels, hold down the **Shift** key while you restart for System 7.0 or higher.

Does the problem still occur?

No: The problem was probably caused by a conflict in memory with one of the control panels or system extensions. To find out which one, return one of the system extension files you removed to the System Folder (or the appropriate folder within the System Folder), restart the computer, and try again. (If you held down the Shift key while you restarted the computer, no files were removed.) Repeat this process with each file you removed, restarting each time, until you locate the problem file. You may need to contact the maker of the file to resolve the problem.

Yes: The problem may be caused by the system or the hardware configuration. Consult your Macintosh owner's manuals or contact your Apple dealer for help resolving the problem.

3 Quit WordPerfect and all other open applications. (If you answered No to question 1 and completed step 2, all applications should already be closed.)

Select WordPerfect (at the Finder), then choose **Get Info** from the **File** menu. Type an increased value in the **Memory Current Size** box (if possible). Then start WordPerfect and try again. Does the problem still occur?

No: The problem was probably caused by insufficient memory available to WordPerfect.

Yes: Continue to step 4.

4 Choose **New** from the **File** menu to open a new document. Try to reproduce the problem using the same commands or features that you used when you first noticed the problem. Does the problem still occur?

No: The problem appears to be document-specific. See *Document Problems* below.

Yes: The problem does not appear to be document-specific. Continue to step 5.

5 Turn off non-essential control panels and system extensions (such as screen savers, virus checkers, and other additions to the basic system), then restart the computer. Start WordPerfect, then choose **New** from the **File** menu, and try to reproduce the problem again.

HINT: To restart the computer without extensions or control panels, hold down **Shift** while you restart for System 7.0 or higher.

Does the problem still occur?

No: The problem was probably caused by a conflict in memory with one of the control panels or system extensions. To find out which one, return one of the system extension files you removed to the System Folder (or appropriate folder within the System Folder), restart the computer, and try again. (If you held down the Shift key while you restarted the computer, no files were removed.) Repeat with each file you removed, restarting each time, until you locate the problem file. You may contact WordPerfect Customer Support to report the problem and inquire about possible solutions. You may also want to contact the maker of the conflicting file.

Yes: Continue to step 6.

6 Quit WordPerfect, and move the Preferences (USA) file and the Library (USA) file from the System Folder: Preferences: WordPerfect folder to a folder outside the System Folder. Restart WordPerfect (to automatically create a new Library and Preferences file) and test again with a new document. Does the problem still occur?

No: The Library or Preferences file may have been damaged. If you have customized your Preferences or Graphics settings, you will need to reset them. See *Chapter 15: Customizing WordPerfect* for more information. If you have customized resources in the Library (such as macros or styles), you can use the Librarian to copy those resources to the new Library. For information about damage to files, see *Document Problems* below. For information about copying resources, see *Chapter 13: Using Libraries.*

Yes: Continue to step 7.

7 Remove the newly created Library (USA) and Preferences (USA) files from the System Folder: Preferences: WordPerfect folder.

8 If you have any personal files in the WordPerfect 3.1 folder, move them to another location, then reinstall WordPerfect. Refer to the *Installation Read Me* file (in the WordPerfect 3.1: Documentation folder) for step-by-step installation instructions.

WordPerfect replaces all the files in the WordPerfect 3.1 folder with names that belong to WordPerfect. Does the problem still occur?

No: The WordPerfect program may have been damaged in some way. The damaged program has been replaced with a new copy of WordPerfect.

Yes: You can contact WordPerfect Customer Support or your international WordPerfect distributor. Report the problem, and explain what troubleshooting steps you have already taken. See *Getting Help* in *Chapter 1: Getting Started* for information about contacting Customer Support.

Document Problems

If you experience a problem with a document that you are unable to reproduce in a new document (step 4 above), follow these steps to determine whether the document contains conflicting formats or is damaged.

1 Place the insertion point at the point where the problem occurs.

2 Choose **Show Codes** from the **Edit** menu to open the codes window.

The codes window shows the formats that have been placed in the document.

3 Look for formats that may be conflicting.

For example, if text appears in a different font than you expected, look for font codes that can be deleted.

HINT: The codes that appear in the window are often abbreviated. If you are unable to identify a particular format by its abbreviated code, choose **Find Code** from the **Edit** menu to view a list of the formats and their codes. You can also use the Find Code feature to help you locate particular codes in a document. See *Using Formatting Codes* in *Chapter 7: Formatting Documents* for more information.

4 If you find conflicting codes, delete the ones you do not want in the document.

If you are unable to find any conflicting codes in the document, or if deleting codes does not correct the problem, the document may be damaged.

Because damage to electronic files can happen for a variety of reasons (including heat, sunlight, magnetic fields, static electricity, and faulty equipment), we recommend that you back up your work regularly. See *Backing Up Documents* in *Chapter 8: Saving and Managing Documents.*

If the document appears to be damaged and you have a backup copy of the document, use a copy of the backup copy to avoid further problems with the damaged copy.

If you do not have a backup copy, you can try to recover as much of the document as is possible.

Document Recovery

If you follow the steps in the above section and your document appears to be damaged, you may want to check with your Apple dealer about the availability of document recovery programs. In the absence of a document recovery program, the following methods may help you to recover text from damaged documents.

HINT: You may want to save several copies of the document, so you can try several of the following methods if needed.

- Use the Save As feature to save the document in WP Compressed format and remove non-critical formatting. You can also use the **Retain** pop-up menu in the **Save As** dialog box to help eliminate damaged parts of the document.
- Cut (or copy) parts of the document and paste them in a new document, avoiding any areas that appear problematic. You can also use Paste Special (text only) to help eliminate damaged parts of the document.
- Isolate problem areas and delete codes that may be problematic.

Printing Problems

1. Make sure the Printer is plugged in and turned on and that the cable is plugged into the correct port on the back of your computer.
2. Check for ribbon or paper feed problems.
3. Make sure you have chosen the printer.

See *Choosing a Printer* in *Chapter 9: Printing Documents* for more information.

4. Choose **Page Setup** from the **File** menu, and adjust the printing options if needed.

HINT: The options in the Page Setup dialog box and the Print dialog box vary depending on the printer, printer driver, and the System software version you use.

HINT: If you are using a LaserWriter printer and a system version prior to 7.5, and get an error message that says your document is OK but cannot be printed, turn off Faster Bitmap Printing, then try printing again.

5. If you are printing over a network, check your network connection, or contact your network administrator for assistance.

HINT: Because the printer driver you use affects how WordPerfect prints, you may want to reinstall your printer driver. See your Apple owner's manual or printer manuals for more information.

If none of those steps help you to resolve the problem, you can contact WordPerfect Customer Support or the maker of your printer driver. See *Getting*

Help in *Chapter 1: Getting Started* for information about how to contact Customer Support.

Printing with Bitmapped Fonts

If you print to a LaserWriter printer and use fonts that are not built into the printer, you may see an alert box that says a bitmapped version of a font is being created. The printer tries to approximate the specifications of the font, but the quality of the printout will not be as good as if you had used a built-in font. You may want to check your printer manual for information about available fonts and then change the document to one of those fonts.

HINT: If you select Font Substitution in the Page Setup dialog box, the printer will substitute built-in fonts instead of creating bitmapped fonts, and the text quality will be improved.

Appendixes

457 *Appendix A: WordPerfect International Offices and Distributors*

465 *Appendix B: PostScript® Variables and Procedures*

471 *Appendix C: Macro Commands and Variables*

511 *Appendix D: Apple Technology and WordPerfect*

Appendix A: WordPerfect International Offices and Distributors

WordPerfect Offices

Asia (Covers Indonesia, Malaysia, and Singapore)
WordPerfect Asia, Regional Office
75 Science Park Drive,
#02-04 CINTECH II
Singapore 0511

Tel: (65) 773 2622
Fax: (65) 773 1622

For toll free customer support for the following areas:
Indonesia: 00800 656585
Malaysia: 800 1090
Singapore: 773 1400

Austria
WordPerfect Österreich
Theresianumgasse 7
A-1040 Vienna
Austria

Tel: (43 1) 504 5200
Fax: (43 1) 504 5211

Australia (Also covers New Guinea and New Caledonia)
WordPerfect Pacific, Regional Office
Building 2
25 Sirius Road
Lane Cove NSW 2066
Australia

Tel: (61 2) 415 5222
Fax: (61 2) 418 7505

Belgium/Luxembourg
WordPerfect Belgium
Manhattan Office Tower
Avenue du Boulevard 21 bte 9
Bolwerklaan 21 bus 9
1210 Brussels
Belgium

Tel: (32 2) 217 48 54
Fax: (32 2) 218 83 53

Brazil
WordPerfect Brasil
Rua Dr. Luiz Migliano, 1110, Conj. 601/602
São Paulo - SP
05711-001
Brasil

Tel: (55 11) 844 4938
Fax: (55 11) 844 4257

Chile
WordPerfect Chile
Avda Pedro de Valdivia 176
Providencia
Santiago
Chile

Tel: (56 2) 233 6898
Fax: (56 2) 233 2611

Denmark
WordPerfect Danmark
Helsingørsgade 52
3400 Hillerød
Denmark

Tel: (45) 42 25 11 99
Fax: (45) 42 25 00 58

Europe
WordPerfect Europe, Regional Office
Barbizonlaan 25
2908 MB Capelle a/d IJssel
The Netherlands

Tel: (31) 10 40 70 100
Fax: (31) 10 45 66 255

Finland
WordPerfect Finland
Sinimäentie 10 C
02630 Espoo
Finland

Tel: (358 0) 502 951
Fax: (358 0) 502 95300

France
WordPerfect France
Les Fjords, Immeuble le Nobel
19, avenue de la Norvège
Z.A. de Courtabœuf
B.P. 353
91959 Les ULIS cedex
France

Tel: (33 1) 69 29 10 10
Fax: (33 1) 69 29 01 10

Germany
WordPerfect Software GmbH
Frankfurter Straße 21-25
65760 Eschborn
Germany

Tel: (49 6196) 9 04 01
Fax: (49 6196) 4 60 03

Hong Kong (Also covers China, Taiwan, and the Philippines)
WordPerfect Asia
30/F Tower A
Times Square
Causeway Bay
Hong Kong

For toll free customer support for the following areas:
Hong Kong: 800 3350
Taiwan: 0080 651042

Italy
WordPerfect Italia
Corso Sempione, 2
20154 Milano
Italy

Tel: (39 2) 336381
Fax: (39 2) 3310 6190

Japan
WordPerfect Japan
Meisei Building 1F
8-9 Sakuragaoka
Shibuya-ku, Tokyo 150
Japan

Tel: (81 3) 3780 0515
Fax: (81 3) 5489 7349

Latin America
WordPerfect América Latina, Region
Office
1555 North Technology Way
Orem, Utah 84057-2399
U.S.A.

Tel: (801) 222 4200
Fax: (801) 222 4277

Mexico
WordPerfect México
Rio de la Plata #32
Colonia Cuauhtémoc
México D.F. 06500
México

Tel: (52 5) 286 5680
Fax: (52 5) 286 5630

Netherlands
WordPerfect Nederland
Barbizonlaan 25
2908 MB Capelle a/d IJssel
The Netherlands

Tel: (31) 10 40 70 100
Fax: (31) 10 45 66 255

Customer Support:
WP (10)-4070777
DP, OF, etc. (10)-4070766
VAX, DG, UNIX (10)-4070755

Norway
WordPerfect Norge
Postboks 6779
Rodeløkka
0503 Oslo
Norway

Tel: (47 22) 22 40 10
Fax: (47 22) 22 40 13

Portugal
WordPerfect Portugal
Rua Latino Coelho, Nº 1
Edifício Aviz, Bloco A3-9º Dtº
1000 Lisboa
Portugal

Tel: (351 1) 315 26 66
Fax: (351 1) 315 30 67

South Africa (Also covers Botswana, Lesotho, Malawi, Mozambique, Namibia, Swaziland, Zambia, and Zimbabwe)
WordPerfect South Africa
3rd Floor San Clare Building
Dreyer Street
Claremont, 7700, Cape Town
South Africa

Tel: (27 21) 658 4111
Fax: (27 21) 658 4200

Spain
WordPerfect Ibérica
Dr. Joaquín Albarrán, 13-15
08034 Barcelona
Spain

Tel: (34 3) 280 00 20
Fax: (34 3) 280 60 75

Sweden
WordPerfect Sverige
Box 2063
172 02 Sundbyberg
Sweden

Tel: (46 8) 706 75 00
Fax: (46 8) 733 42 96

Switzerland
WordPerfect Switzerland
Gewerbestrasse 16
3065 Bolligen
Switzerland

Tel: (41 31) 922 07 70
Fax: (41 31) 922 04 82

Customer Support:
(031) 922 11 22
BBS:
(031) 922 05 29

United Kingdom
WordPerfect U.K., Regional Office
Unit 9, Weybridge Business Park
Addlestone Road
Addlestone
Surrey, KT15 2UU
United Kingdom

Tel: (44 932) 850500
Fax: (44 932) 843497

United States of America
WordPerfect Corporation
1555 N. Technology Way
International Division Q1137
Orem, Utah 84507-2399
U.S.A.

Tel: (801) 222-4200
Fax: (801) 222-4277

01932856939

WordPerfect International Distributors

If you purchased this product within the U.S. or Canada and want to register your license outside the U.S. and Canada with the WordPerfect Corporation International Distributor Office in your area, entitling you to local customer support and update notices, you may be charged a maximum of 25% of the local retail price.

Argentina
Distribuidora Nacional de Informática S.A.
Alcina 1748
1088 Buenos Aires
Argentina

Tel: (541) 372-5460, 375-1212
Fax: (541) 476-1443

Argentina
SoftMart
Florida 686
3 Piso, Dept. B
1005 Buenos Aires
Argentina

Tel: (54 1) 322 3828
Fax: (54 1) 322 4617

Caribbean
Merisel Latin America
2010 N.W. 84th Avenue
Miami, Florida 33122
U.S.A.

Tel: (305) 591-6873
Fax: (305) 599-7015

Central America
Merisel Latin America
2010 N.W. 84th Avenue
Miami, Florida 33122
U.S.A.

Tel: (305) 591-6873
Fax: (305) 599-7015

CIS
Merisel - C.A.T. Ltd.
Section 2nd
3, Kroutitskiy Val St.
Moscow 109044
Russia

Tel: (7095) 276 4714
Fax: (7095) 274 0097

Colombia
L.A.S.C.
Carrera 18 No. 79-37
A.A. 8692 Bogota
Colombia

Tel: (57 1) 218 4511
Fax: (57 1) 611 0151

Croatia (Also covers Slovenia)
Perpetuum d.o.o.
Paljetkova 18
41000 Zagreb
Croatia

Tel: (38 41) 383 377
Fax: (38 41) 381 912

Czech Republic
DCC Software Distribution s.r.o
Anglicka 17
120 00 PRAHA 2
Czech Republic

Tel: (42 2) 66312600
Fax: (42 2) 24247568

Czech Republic
TH'system a.s
28 řijna 86
701 39 OSTRAVA 1
Czech Republic

Tel: (42 69) 6112350
Fax: (42 69) 233742

Egypt
Phoenix
P.O. Box 92
11341 Heliopolis
Cairo
Egypt

Tel: (20 2) 302 0771
Fax: (20 2) 302 0771

Greece (Also covers Cyprus)
M-DATA
Sygrou Ave. 314
Kallithea
176 73 Athens
Greece

Tel: (30 1) 959 0631
Fax: (30 1) 952 1545

Hungary
Müszertechnika
Computer Rt.
MT-1075 Budapest
Király U. 1/D
Hungary

Tel: (36 1) 1221 623
Fax: (36 1) 1225 099

Hungary
Számalk Szoftver Disztribúció
1115. Budapest, Etele út 68.
1518. Budapest, 112.P.F.146
Hungary

Tel: (361) 185-3111
Fax: (361) 185-1294

Iceland
Einar J. Skúlason hf.
P.O. Box 8324
128 Reykjavik
Iceland

Tel: (354 1) 63 30 00
Fax: (354 1) 68 84 87

India
Pertech Computers Limited
E-46/10
Okhla Industrial Area Phase II
New Delhi 110020
India

Tel: (91 11) 681 9105
Fax: (91 11) 681 7841

Israel
Aztek Systems Ltd.
5 Netanyahu
P.O. Box 695
60200 Or Yehuda
Israel

Tel: (972 3) 695 2406
Fax: (972 3) 691 8771

Kenya
SYSCOM (Kenya Ltd.)
P.O. Box 21810
ABC Place, 2nd Floor
Waiyaki Way
Nairobi
Kenya

Tel: (254 2) 444 496
Fax: (254 2) 545 815

Korea
AIT Korea (Applied Innovative Technology)
Seocho-Ku Seocho 3 Dong 1579-4
Jinsol Building, 2 Floor
Seoul, 137-073
Korea

Tel: (82 2) 522 1491
Fax: (82 2) 522 1495

New Zealand
Number One Software Company
P.O. Box 28-349
Remuera
Auckland 5
New Zealand

Tel: (64 9) 522 0 522
Fax: (64 9) 520 1523

Nigeria
Computer Solutions Ltd.
8, Alli Street (3rd Floor)
Tinubu Square
GPO Box 9706
Lagos
Nigeria

Tel: (234 1) 26 32 619
Fax: (234 1) 26 35 409

Nigeria (Ghana)
Sparnoon Ltd
4, Penta Court
Station Road
Borehamwood
Herts, WD6 1SL
England

Tel: 44 (81) 207 6171
Fax: 44 (81) 207 5604

Peru
Cibertec-Data S.A.
Los Laureles 391-399
Lima 27
Perú

Tel: (5114) 417828
Fax: (5114) 419331

Poland
Pro-Test Spólka z o.o.
ul. Siedmiogrodzka 5
01-204 Warsaw
Poland

Tel: (48 22) 32 35 32
Fax: (48 22) 32 08 32

Poland
Mikrokom-Soft Sp. z o.o.
ul. Pretficza 7
53-328 Wroctaw
Poland

Tel: (48 71) 619 318
Fax: (48 71) 619 720

Saudi Arabia
Saudisoft Co. Ltd.
#6 Salsabeel Street
Mushrefah District
Jeddah
Saudi Arabia

Tel: (966 2) 665 3470
Fax: (966 2) 669 4975

Slovak Republic
DCC Slovensko s.r.o.
Pribinova 25
819 02 Bratislava
Slovakia

Tel: (42 7) 2104077
Fax: (42 7) 2104071

South America (Covers Ecuador, Frenc Guiana, Guyana, Paraguay, Bolivia, ar Suriname)
MERISEL/IMS
8216 N.W. 14 Street
Miami, Florida 33126
U.S.A.

Tel: (305) 591-6873
Fax: (305) 599-7015

Turkey
Opera Limited
Operatör Raif Bey Sok. No: 23/5
Rüçhan Apt. Sisli/Istanbul
Turkey

Tel: (90 212) 231 6167
Fax: (90 212) 246 5771

United Arab Emirates
Micro Computercentre
P.O. Box 4221
Dubai
United Arab Emirates

Tel: (971 4) 526 619
Fax: (971 4) 524 256

Uruguay
ATEL, S.A.
Canelones 1370 Piso 5
Montevideo 11.200
Uruguay

Tel: (5982) 92 21 18
Fax: (5982) 92 21 19

Venezuela
ENIAC, C.A.
Edificio Polar, piso 5
Plaza Venezuela
Apartado 66685, Las Americas
Caracas 1061-A
Venezuela

Tel: (582) 574 6711
Fax: (582) 574 1605

Venezuela
Grupo Beke Santos
Avenida Los Jabillos con Boulevard
de Sabana Grande, Edificio Continental
Piso #1
Caracas 1050
Venezuela

Tel: (582) 762 9971
Fax: (582) 762 3705

Venezuela
Manapro Consultores C.A.
CCCT Torre C
Piso 7, Oficina C-704
Chuao, Caracas 1064-A
Venezuela

Tel: (582) 959 0770
Fax: (582) 261 8822

Appendix B: PostScript® Variables and Procedures

This appendix contains detailed descriptions of all the variables and procedures available while using PostScript® in WordPerfect. It is presented in the following format:

Variable/Procedure
$operand_1$ ... $operand_n$ **variable/procedure** $result_1$ ... $result_m$

explanation of the variable or procedure

Example (Examples are included for some entries.)
This is an example of a variable/procedure and its results. The arrow symbol (→) indicates values returned on the operand stack by the example.

See *Related variable or procedure names.*

PostScript® Concepts

When using these variables and procedures, type the name as shown, following upper- and lowercase exactly.

The operand and result names usually indicate their types. As examples, *string* suggests a string operand or result; *matrix* indicates an array of six numbers describing a transformation matrix.

The symbol '—' before the variable/procedure name shows that the variable or procedure requires no operand. A '—' after a variable or procedure name indicates that it returns nothing on the operand stack.

When using PostScript®, the coordinate system's origin is at the bottom left corner with values increasing upward and to the right.

In most cases, "current location" refers to the position of the insertion point in the text at the time the graphic was created. However, the current location is at the top of the page for watermarks and at the bottom of the page for overlays. All measurements are in points unless otherwise specified.

A PostScript® object will not print beyond the figure box bounds unless the clip path is modified. A common way to accomplish this is with the *initclip* operator (at the top of the PostScript® command) which allows PostScript® to draw anywhere on the page.

Because a PostScript® error may cause the printing of a document to fail without warning, it is strongly recommended that you familiarize yourself with PostScript® before attempting to use this feature.

Following is a summary of the various types of variables and procedures.

Document Variables:

- BottomMargin
- Chapter
- Column
- ColumnLMar
- ColumnRMar
- Columns
- DocName
- Font
- FontSize
- InColumns
- LeftMargin
- LineSize
- Page
- Page#
- PageHeight
- PageWidth
- RightMargin
- TextColor
- TopMargin

Graphics Variables:

- FillBackColor
- FillForeColor
- ObjectTM
- PenBackColor
- PenForeColor

Procedures:

- ccr
- cm
- ddt
- in
- pic

Document Variables

BottomMargin

— **BottomMargin** integer

Contains the position of the bottom margin of the current page.

See *TopMargin.*

Chapter

— **Chapter** integer

Returns the chapter number at the current location.

Column

— **Column** integer

Returns the column number at the current location.

See *Columns, InColumns.*

ColumnLMar

— **ColumnLMar** integer

Contains the position of the left margin of the current column.

See *ColumnRMar.*

ColumnRMar

— **ColumnRMar** integer

Contains the position of the right margin of the current column.

See *ColumnLMar.*

Columns
— **Columns** integer

Returns the number of columns currently defined.

See *Column, InColumns.*

DocName
— **DocName** string

Returns a string containing the name of the document.

Font
— **Font** string

Returns a string containing the name of the font at the current location.

See *FontSize.*

FontSize
— **FontSize** integer

Returns the size of the font at the current location.

See *Font.*

InColumns
— **InColumns** Boolean

Returns a **"T"(=true)** if columns are turned on at the current location; **"F"(=false)** if no columns are defined.

See *Column, Columns.*

LeftMargin
— **LeftMargin** integer

Contains the position of the left margin at the current location.

See *RightMargin.*

LineSize
— **LineSize** integer

Returns the height of the current line, measured from baseline to baseline.

Page
— **Page** integer

Returns the true Page Number at the current location.

Example:
On the fifth page of the document, though the Page Number in the Page Format dialog is set to 2,

Page - 5

See *Page#.*

Page#
— **Page#** integer

Returns the user-defined Page Number at the current location, according to the Page Format dialog.

Example:
On the fifth page of the document, since the Page Number in the Page Format dialog is set to 2,

Page# → 2

See *Page.*

PageHeight
— **PageHeight** integer

Returns the height of the current page.

See *PageWidth.*

PageWidth
— **PageWidth** integer

Returns the width of the current page.

See *PageHeight.*

RightMargin
— **RightMargin** integer

Contains the position of the right margin at the current location.

See *LeftMargin.*

TextColor
— **TextColor** red green blue

Returns the three components of the current text color according to the red-green-blue color model.

TopMargin
— **TopMargin** integer

Contains the position of the top margin of the current page.

See *BottomMargin.*

Graphic Variables

FillBackColor
— **FillBackColor** red green blue

Returns the three components of the current object's fill background color according to the red-green-blue color model.

See *FillForeColor.*

FillForeColor

— **FillForeColor** red green blue

Returns the three components of the current object's fill foreground color according to the red-green-blue color model.

See *FillBackColor.*

ObjectTM

— **ObjectTM** matrix

Returns the PostScript® object's transformation matrix. Concatenating this matrix to the *current transformation matrix* (CTM) causes the coordinate system to be changed such that (0,0) represents the lower-left corner of the PostScript® object and (100,100) the upper-right corner. A PostScript® image created in this coordinate system would be transformed by any rotation, movement or scaling of the PostScript□ object.

Example:

```
gsave
ObjectTM concat
newpath
0 0 moveto
100 0 lineto
100 100 lineto
0 100 lineto
closepath
.5 setgray fill
grestore
```

This example will create a gray rectangle with the same size and orientation as the PostScript® object itself. If the PostScript® object were rotated 45°, the gray rectangle would be rotated 45° as well.

PenBackColor

— **PenBackColor** red green blue

Returns the three components of the current object's border background color according to the red-green-blue color model.

See *PenForeColor.*

PenForeColor

— **PenForeColor** red green blue

Returns the three components of the current object's border foreground color according to the red-green-blue color model.

See *PenBackColor.*

Procedures

Note that procedures apply to both document variables and graphic variables.

ccr
cicéros **ccr** points

Returns the point equivalent of the given cicéros.

Example:
1 ccr 4 12.7865
.2 ccr 4 2.5573

cm
— centimeters **cm** points

Returns the point equivalent of the given centimeters.

Example:
1 cm 4 28.3465
.25 cm 4 7.08662

ddt
didots **ddt** points

Returns the point equivalent of the given didots.

Example:
1 ddt 4 1.06554
5 ddt 4 5.3277

in
inches **in** points

Returns the point equivalent of the given inches.

Example:
1 in 4 72
.2 in 4 14.4

pic
picas **pic** points

Returns the point equivalent of the given picas.

Example:
1 pic 4 12
5 pic 4 60

Appendix C: Macro Commands and Variables

This appendix lists the macro commands and variables that are available in WordPerfect for Macintosh. For printed instructions on using macros, see *Automating Tasks with Macros* in *Chapter 14: Saving Time with Automated Tasks* in this user's guide. To access the complete macros reference manual online, choose WP Macro Help from the ⌘ menu if you are using System 6.x or from the Help menu if you are using System 7.0 or higher.

Macro Commands

- <Date>
  Inserts a <Date> merge marker.
- <Define Names>
  Inserts a <Define Names> merge marker.
- <End of Field>
  Inserts an <End of Field> merge marker.
- <End of Record>
  Inserts an <End of Record> merge marker.
- <Keyboard>
  Inserts a <Keyboard> merge marker.
- <Next Record>
  Inserts a <Next Record> merge marker.
- <Printer>
  Inserts a <Printer> merge marker.
- <Quit>
  Inserts a <Quit> merge marker.
- Abort When Not Found
  Ends the macro if the search fails.
- About WordPerfect
  Opens the **About WordPerfect** dialog box.
- Add Curve Segment
  Adds a segment to an existing beziér curve.
- Add Mailer Addresses
  Sets the current mailer addresses.
- Add New Row
  Adds a new row to an existing table.
- Add Polygon Segment
  Adds a segment to an existing polygon.
- Add Replacement
  Enables QuickCorrect editing.
- Add Service
  Adds a **Word Services** application.
- Add Status Item
  Adds an item to the **Status** bar.
- Affect Line Height
  Switches for the formatting option.
- Alert
  Displays an alert box with a message.

- Align
  Aligns objects.
- Align Character
  Sets **Align Character**.
- Align Dialog
  Opens the **Align** dialog box.
- Allow Cancel
  Specifies whether Cancel commands are accepted or ignored.
- Alternate Open DA
  Opens the desk accessory.
- Anchor Graphics
  Environment Preference item.
- Append to Clipboard
  Appends a selected item to an item already in the Clipboard.
- Apply Style
  Applies the style.
- Apply To
  Applies a table border.
- Arc Type Dialog
  Opens the **Arc Type** dialog box.
- Ask to Save Letter
  Mailer Preference item.
- Assign
  Assigns a variable to a macro.
- Attribute
  Modifies the character styles.
- Auto Sum
  Adds the values of selected columns in a table.
- Auto Sum Right
  Adds the values of selected cells and displays the sum to the right of the cells.
- Automatic Leading
  Specifies an automatic calculation of leading.
- Back Tab
  Moves the insertion point back one tab stop (one tab setting to the left).
- Backup to Original File
  Saves the original file with *backup* added to the filename.
- Beep
  Causes the computer to beep.
- Begin Border Options
  Starts a group of border options.
- Begin Box Options
  Starts a group of box options.
- Beginning of Line
  Moves the insertion point to the beginning of the current line.
- Border
  Turns Borders on or off.
- Border Above
  Adds a border above the current paragraph.

- Border Beneath
  Adds a border beneath the current paragraph.
- Border Fill Options
  Sets the appearance of border fill.
- Border Options
  Specifies the color, pattern, and type of border.
- Border Sides
  Specifies which sides of a border will display.
- Border Spacing
  Specifies the inside and outside border spacing.
- Bottom Line Color
  Sets the color of the bottom line.
- Bottom Line Type
  Sets the appearance of the bottom line.
- Box Align Anchor Horizontal
  Sets the horizontal alignment of a box.
- Box Align Anchor Vertical
  Sets the vertical alignment of a box.
- Box Alignment Horizontal
  Sets the horizontal alignment for a page-anchored box.
- Box Alignment Vertical
  Specifies the vertical alignment of a box.
- Box Anchor
  Changes the anchor type of a box.
- Box Caption Position
  Specifies the position of a box caption.
- Box Column Span
  Sets the number of columns a box will span.
- Box Crop Horizontal
  Shifts the box contents away from the left edge of the box.
- Box Crop Vertical
  Shifts the box contents away from the top edge of the box.
- Box Fill Options
  Specifies the appearance of box fill.
- Box Frame
  Turns the box frame on or off.
- Box Frame Options
  Specifies the appearance of the box frame.
- Box Frame Sides
  Specifies which sides of a box will display.
- Box Height
  Specifies the height of a box.
- Box Number Type
  Sets the box numbering style.
- Box Offset Horizontal
  Sets the horizontal offset for a box.
- Box Offset Vertical
  Sets the vertical offset for a box.

- Box Scale Horizontal
  Changes the horizontal size of a box.
- Box Scale Vertical
  Changes the vertical size of a box.
- Box Spacing
  Sets the inside/outside spacing for a box.
- Box Type
  Changes the box type.
- Box Visible
  Determines whether box contents are visible.
- Box Width
  Specifies the width of a box.
- Box Wrap
  Turns **Wrap Text Around Box** on or off.
- Build Index And Lists
  Generates all lists in the document.
- Bullet With Indent
  Inserts a bullet followed by an indent at the beginning of selected paragraphs.
- ByPageSetup
  GX by page setup.
- Calculate Document
  Calculates all formulas in all tables in the document.
- Calculate Table
  Calculates all formulas in the table that contains the insertion point.
- Call
  Transfers macro execution of a specified label.
- Cancel
  Performs the same function as **Command-Period**.
- Cancel All Subscribers
  Import filter command.
- Capitalize First Letter
  QuickCorrect Preference item.
- Cascade Windows
  Arranges all windows so they overlap.
- Case
  Transfers macro execution to one of several specified labels.
- Case Call
  Transfers macro execution to one of several labels until a Return command.
- Cell Align
  Sets cell justification.
- Cell Formula
  Inserts a formula in the cell.
- Cell Margins
  Sets the margins (gutters) of the cells in a table.
- Center Align
  Centers text between the margins of each line.
- Center Current Page
  Centers text between the top and bottom of the page.

- Center Line
  Centers the text that follows the insertion point in the current line.
- Center Page
  Centers text between the top and bottom of each page.
- Chain
  Runs a specified macro when the current macro ends.
- Change
  Changes text to the text in the Change String.
- Change All
  Changes all occurrences of text to the text in the Change String.
- Change Font Script Flag
  Japanese Hyphenation Mode command.
- Change String
  Specifies replacement text for Change in the **Find/Change** dialog box.
- Change Then Find
  Changes the specified text, then finds the next occurrence of that text.
- Chapter Number
  Sets the chapter number.
- Chapter Number Type
  Sets the chapter number type.
- Character Border Dialog
  Opens the **Character Border** dialog box.
- Character Format Dialog
  Opens the **Character Format** dialog box.
- Chart Table
  Creates a chart using the selected table.
- Clear
  Deletes any selected items.
- Clear Absolute Tab
  Clears all absolute tabs.
- Clear All Tabs
  Clears all tab stops on the ruler.
- Clear Relative Tab
  Clears all relative tabs.
- Clear Tab
  Clears the tab.
- Clipboard
  Hides or displays the Clipboard.
- Close
  Closes an open document.
- Close Curve
  Closes and ends a beziér curve.
- Close Graphic
  Exits the Graphic Editor.
- Close Letter When Sent
  Mailer Preference item.
- Close Polygon
  Closes and ends a polygon.

- Close Subdocument
  Closes the subdocument currently being edited.
- Close Window
  Closes the specified Document window without saving changes to the document.
- Codes
  Shows or hides the Codes window.
- Color Palette Dialog
  Opens the **Color Palette** dialog box.
- Column Border Dialog
  Opens the **Column Border** dialog box.
- Column Definition Dialog
  Opens the **Column Format** dialog box.
- Column Width
  Sets the column width.
- Column Width Dialog
  Opens the **Column Width** dialog box.
- Columns
  Sets the column type.
- Columns Off
  Turns off columns formatting.
- Confirm
  Opens a dialog for user input flow control.
- Convert and Insert
  Converts a specified file and places it in the current document.
- Covert and Open
  Converts a specified file and opens it with a specified filter.
- Convert and Save
  Saves the current document with a specified name in a named format.
- Convert Table to Text
  Converts a table to delineated text.
- Convert Text to Table
  Converts delineated text to a table.
- Copy
  Copies selected text to the Clipboard.
- Copy Attributes
  Copies the character format at the insertion point to the Clipboard.
- Copy Default Styles to Document
  Copies default styles to the document.
- Copy File
  Makes a copy of the file.
- Copy Ruler
  Copies the settings on the ruler to the Clipboard.
- Correct TWo INitial CApitals
  QuickCorrect Preference item.
- Create Arc
  Creates an arc.

- Create Chart Dialog
  Opens the **Create Chart** dialog box.
- Create Curve
  Creates a beziér curve.
- Create Header/Footer
  Creates a header, footer, or watermark.
- Create Line
  Creates a line.
- Create Oval
  Creates an oval.
- Create Polygon
  Creates a polygon.
- Create PostScript
  Enters PostScript commands.
- Create Rect
  Creates a rectangle.
- Create Reference
  Creates a target reference.
- Create Rounded Rect
  Creates a rounded rectangle.
- Create Table
  Creates a new table.
- Create Text
  Creates a text object.
- Custom Paragraph Numbering
  Creates custom outline numbering.
- Cut
  Cuts selected text to the Clipboard.
- Cycle Windows
  Rotates through all open documents.
- Dash With Indent
  Inserts <tab><tab><dash><indent> at the beginning of each selected paragraph.
- Date Format
  Creates a format for the date and time.
- Date Function
  Inserts the date as code is updated.
- Date Text
  Inserts the date as text.
- Date/Time Dialog
  Opens the **Date/Time** dialog box.
- Decimal Align
  Specifies the decimal alignment for selected table columns.
- Decrement Font Size
  Decreases the font size by one point.
- Default File Type Filter
  Files Preference item.

- Default Folder
  Sets the location of default folders.
- Default Folders Dialog
  Opens the **Default Folders** dialog box.
- Default Font and Size
  Font Preference item.
- Default Font Bar
  Bar Preference item.
- Default In Line Mode
- Default Japanese Hyphenation Mode
- Default Layout Bar
  Bar Preference item.
- Default List Bar
  Bar Preference item.
- Default Mailer Bar
  Bar Preference item.
- Default Merge Bar
  Bar Preference item.
- Default NumLock
  Environment Preference item.
- Default Ruler Bar
  Bar Preference item.
- Default SaveAs Conversion
  File Preference item.
- Default Show Codes State
  Show Codes Preference item.
- Default Show Paragraph
  Show Codes Preference item.
- Default Styles Bar
  Bar Preference item.
- Default Table Bar
  Bar Preference item.
- Define Index
  Defines the index.
- Define List
  Defines the list.
- Define Relative Sizes
  Defines relative sizes.
- Define Table of Authorities
  Defines the table of authorities.
- Define Table of Contents
  Defines the table of contents.
- Delete
  Deletes the character or selected text to the left of the insertion point.
- Delete Column
  Deletes the table column.
- Delete File
  Deletes the specified file.

- Delete Folder
  Deletes the specified folder.
- Delete Right
  Deletes the character or selected text to the right of the insertion point.
- Delete Row
  Deletes the table row.
- Delete Status Item
  Deletes the specified item from the Status bar.
- Delete Table
  Deletes the entire table.
- Delete to End of Line
  Deletes everything from the insertion point to the end of the line.
- Delete to End of Page
  Deletes everything from the insertion point to the end of the page.
- Delete Word
  Deletes the word at the insertion point.
- Deselect All
  Deselects all objects.
- Dialog Position
  Specifies whether the dialog box appears under the mouse or in the standard position.
- Discontinue Header/Footer Dialog
  Opens the **Discontinue Header/Footer** dialog box.
- Display
  Specifies whether macro changes are displayed in the window.
- Display Figures
  Environment Preference item.
- Display Overlay
  Environment Preference item.
- Dormant Return
  Environment Preference item.
- Down
  Moves the insertion point to the next line of the document.
- Drag and Drop
  Environment Preference item.
- Draw Overlay
  Opens the Graphic Editor so the user can draw an overlay.
- Duplicate
  Makes a duplicate of the selected object created in the Graphic Editor.
- Edit Box
  Makes it possible to edit the text box at the right of the insertion point.
- Edit Caption
  Makes it possible to edit the caption at the right of the insertion point.
- Edit Endnote
  Makes it possible to edit the selected endnote.
- Edit Endnote Dialog
  Opens the **Edit Endnote** dialog box.

- Edit Equation Dialog
  Opens the **Edit Equation** dialog box.
- Edit Footnote
  Makes it possible to edit the selected footnote.
- Edit Footnote Dialog
  Opens the **Edit Footnote** dialog box.
- Edit Graphic Dialog
  Opens the **Edit Graphic** dialog box.
- Edit Header/Footer
  Makes it possible to edit the selected header, footer, or watermark.
- Edit Header/Footer Dialog
  Opens the **Edit Header/Footer** dialog box.
- Edit Nearest Full Form
  Edits the next full form.
- Edit Next Subdocument
  Opens the next subdocument of the current type for editing.
- Edit Previous Subdocument
  Opens the previous subdocument of the current type for editing.
- Edit Style
  Edits the style.
- Edit Style Dialog
  Opens the **Edit Style** dialog box.
- Edit Text Box Dialog
  Opens the **Edit Text Box** dialog box.
- Edit Watermark Dialog
  Opens the **Edit Watermark** dialog box.
- Else
  Precedes the command to execute when an If statement is false.
- End
  Places the insertion point at the end of the document.
- End Border Options
  Signals the end of a border option.
- End Box Options
  Signals the end of box option changes.
- End Curve
  Ends a beziér curve.
- End For
  Marks the end of a For or For Each structure.
- End If
  Marks the end of an If structure.
- End Macro
  Stops execution of the macro.
- End of Line
  Moves the insertion point to the end of the line.
- End Polygon
  Ends the creation of a polygon.
- End PostScript
  Finishes entering PostScript commands.

- End Prompt
  Closes the message window created by the Prompt command.
- End Text
  Closes the text object.
- End While
  Marks the end of a While structure.
- Endnote Bar
  Displays an endnote bar.
- Endnote Number
  Renumbers endnotes from the insertion point forward.
- Endnote Options
  Specifies endnote options.
- Endnote Options Dialog
  Opens the **Endnote Options** dialog box.
- Enter
  Performs the same as when the user presses **Enter**.
- Environment Dialog
  Opens the **Print Environment** dialog box.
- Equation Frame Dialog
  Opens the **Equation Frame** dialog box.
- Equation Options Dialog
  Opens the **Equation Options** dialog box.
- Evaluate
  Evaluates the selected mathematical expression (MMcalc).
- Evenly Spaced Columns
  Defines evenly spaced columns.
- Execute Apple Script
  Launches Apple Script™.
- Exit Box
  Closes a box so it can no longer be edited.
- Exit Table
  Moves the insertion point out of the table.
- Expand Mailer On Creation
  Mailer Preference item.
- Expand Mailer On Open
  Mailer Preference item.
- Expand Mailer On Reply
  Mailer Preference item.
- Export Filter
  Creates options for saving.
- Export Graphics
  Saves the graphic in the specified format.
- Extra Command Keys
  Displays extra command keys.
- File Manager Dialog
  Opens the **File Manager** dialog box.
- File Preferences Dialog
  Opens the **File Preferences** dialog box.

- Find
  Searches for the specified text.
- Find Box
  Searches for the specified box.
- Find/Change Action
  Specifies the action to be taken in the **Find/Change** dialog box.
- Find/Change Affect
  Specifies whether fonts, styles, and other factors are affected by a search.
- Find/Change Dialog
  Opens the **Find/Change** dialog box.
- Find/Change Direction
  Specifies the direction of a search.
- Find/Change Match
  Specifies what constitutes a match during a search.
- Find/Change Reset
  Resets the find/change options to the default settings.
- Find/Change Where
  Specifies where Find/Change will search.
- Find Code Dialog
  Opens the **Find Code** dialog box.
- Find Next
  Searches forward for the specified text.
- Find Next Box
  Searches for the next specified box.
- Find Next Code
  Searches for the next occurrence of a specified code.
- Find Previous
  Searches backwards for the specified text.
- Find String
  Specifies the search string for the **Find/Change** dialog box.
- First Line Indent
  Sets the indent for each first line.
- Fix Double Space In Sentence
  QuickCorrect Preference item.
- Fix End of Sentence
  QuickCorrect Preference item.
- Fixed Line Height
  Fixes the line height.
- Flip
  Flips objects created in the Graphic Editor.
- Flush Right
  Right-justifies all text after the insertion point.
- Font Bar
  Displays the Font bar.
- Font Dialog
  Opens the **Font** dialog box.
- Font Mapping
  Environment Preference item.

- Font Name
  Sets the font.
- Font Size
  Sets the font size.
- Footer Bar
  Displays the Footer bar.
- Footnote Bar
  Displays the Footnote bar.
- Footnote Number
  Renumbers all footnotes from the insertion point forward.
- Footnote Options
  Specifies footnote options.
- Footnote Options Dialog
  Opens the **Footnote Options** dialog box.
- For
  Begins the loop that executes commands between For and End For.
- For Each
  Begins the loop that executes commands between For Each and End For.
- Force Page Number
  Forces the page number to the front or the back of the page.
- Formatting
  Specifies the formatting type.
- Forward
  Allows users to forward a message.
- Fraction
  Assigns a fractional portion of a numeric expression to a variable.
- Get Attributes
  Applies the default attributes to an object.
- Get Character
  Displays the dialog box, then prompts the user to type a character.
- Get File
  Obtains the name and type of the Nth file in the current folder.
- Get Integer
  Displays the dialog box, then prompts the user to enter an integer.
- Get Key
  Assigns a key that the user presses to a variable.
- Get Measure
  Displays the dialog box, then prompts the user to enter the number and units of measurement.
- Get Number
  Displays the dialog box, then prompts the user to type a number.
- Get String
  Displays the dialog box, then prompts the user to type a text string.
- Get Text
  Displays the dialog box, then prompts the user to type text.
- Get Text Block
  Allows the user to input a block of text.

- Go
  Transfers macro execution to a specific label.
- Go To
  Moves the insertion point to a specified place in the document.
- Go To Beginning of Column
  Moves the insertion point to the beginning of a column in a table.
- Go To Beginning of Row
  Moves the insertion point to the beginning of a row in a table.
- Go To Beginning of Table
  Moves the insertion point to the beginning of a table.
- Go To Dialog
  Opens the **Go To** dialog box.
- Go To End of Column
  Moves the insertion point to the end of a column in a table.
- Go To End of Row
  Moves the insertion point to the end of a row in a table.
- Go To End of Table
  Moves the insertion point to the end of a table.
- Go To End of File
  Moves the insertion point to the end of the document.
- Go To Front of Line
  Moves the insertion point to the beginning of the line.
- Go To Top of Document
  Moves the insertion point to the beginning of the document.
- Grammar Check
  Sends the current document to Grammatik to be grammar-checked.
- Grammar Dialog
  Opens the **Grammar** dialog box.
- Graphic Box Number Dialog
  Opens the **Graphic Box Number** dialog box.
- Graphic Font Menu
  Displays the Graphic Font menu.
- Graphic Frame Dialog
  Opens the **Graphic Frame** dialog box.
- Graphic Options Dialog
  Opens the **Graphic Options** dialog box.
- Grid Options Dialog
  Opens the **Grid Options** dialog box.
- Group
  Groups selected objects.
- GroupWise
  Opens Novell GroupWise.
- GroupWise Send
  Attaches the current document to a Novell GroupWise message.
- Hard Column Break
  Inserts a column break at the insertion point.
- Hard Page Break
  Inserts a page break at the insertion point.

- Hard Return
  Forces the end of the page at the insertion point.
- Hard Space
  Inserts a hard space at the insertion point.
- Header Bar
  Displays the Header bar.
- Header/Footer Dialog
  Opens the **Header/Footer** dialog box.
- Header Rows
  Sets header rows.
- Help
  Displays the **Help** dialog box.
- Home
  Moves the insertion point to the beginning of the document.
- Horizontal Line Color
  Sets the color of the horizontal line.
- Horizontal Line Type
  Sets the appearance of the horizontal line.
- Hyphenation Dialog
  Opens the **Hyphenation** dialog box.
- Hyphenation Mode
  Sets hyphenation mode.
- Hyphenation Zone
  Sets the hyphenation zone.
- If
  Marks the beginning of commands that are executed when an expression is true.
- Ignore in Calculations
  Sets ignore in calculations.
- Import Filter
  Gives users the option to import when opening or inserting the filter.
- Increment Font Size
  Increases the font size by one point.
- Indent
  Indents the text one tab stop to the right.
- Insert Box Number
  Inserts the box number while editing the style.
- Insert Chapter Number
  Inserts the chapter number while editing the style.
- Insert Column
  Inserts a column into a table.
- Insert Dialog
  Opens the **Insert** dialog box.
- Insert Document
  Inserts the specified file into the current document.
- Insert Endnote Number
  Inserts the endnote number while editing the style.

- Insert Footnote Number
  Inserts the footnote number while editing the style.
- Insert Movie
  Inserts a movie in the current document.
- Insert Movie Dialog
  Opens the **Insert Movie** dialog box.
- Insert Page Number
  Inserts the page number at the insertion point.
- Insert Paragraph Above
  Inserts a blank paragraph above the insertion point.
- Insert Row
  Inserts a row in a table.
- Integer
  Assigns the integer portion of a numeric expression to a variable.
- Invoke Last Dialog
  Opens the dialog box that was last displayed.
- Join Cells
  Joins selected cells in a table.
- Justify
  Aligns text along both the left and right margins.
- Justify All
  Aligns graphics and text, including the last line of the paragraph, along both the left and right margins.
- Keep 'N' Lines Together
  Keeps the specified number of lines from being split by a page break.
- Keep Lines Together
  Keeps specified lines from being split by a page break.
- Keep Lines Together Dialog
  Opens the **Keep Lines Together** dialog box.
- Keep Lines Together State
  Keeps specified lines together.
- Kerning
  Adjusts the spacing between letters.
- Kerning Dialog
  Opens the **Kerning** dialog box.
- Label
  Acts as a place marker for a specific sequence of commands.
- Launch Grammatik
  Launches Grammatik.
- Layout Bar
  Displays the Layout bar.
- Leading
  Specifies the spacing between lines.
- Left
  Moves the insertion point one character to the left.
- Left Align
  Aligns the text at the left margin.

- Left Line Color
  Sets the color of the left line.
- Left Line Type
  Sets the appearance of the left line.
- Left Right Indent
  Indents text one tab stop on both the left and the right margins.
- Librarian Dialog
  Opens the **Librarian** dialog box.
- Line Height
  Sets the line height to either automatic, 6 lines per inch, or 8 lines per inch.
- Line Number
  Sets line numbering options.
- Line Numbering Dialog
  Opens the **Line Numbering** dialog box.
- Line Numbering Format
  Sets the font and font size of the line numbering in the document.
- Line Spacing
  Sets the spacing between lines.
- Line Spacing Dialog
  Opens the **Line Spacing** dialog box.
- List Bar
  Displays the List bar.
- List Dialog
  Opens the **List** dialog box.
- Lock
  Makes objects unable to be modified.
- Lock Cell
  Locks a selected cell in a table so the insertion point cannot enter the cell.
- Lowercase Convert
  Changes selected text from uppercase to lowercase type.
- Magnification
  Sets the view percentage.
- Mailer
  Shows or hides the Mailer.
- Mailer Bar
  Displays the Mailer bar.
- Mailer Preference Dialog
  Opens the **Mailer Preference** dialog box.
- Mailer Reply Dialog
  Opens the **Mailer Reply** dialog box.
- Mailer Send Options
  Sets the Mailer send options.
- Mailer Subject
  Specifies the subject text of the Mailer.
- Mailer View
  Expands or contracts the Mailer.
- Margin
  Sets the left and right margins.

- Margins Dialog
  Opens the **Margins** dialog box.
- Mark Full Form
  Marks a word the user wants to be included in a full form.
- Mark Index
  Marks a word the user wants to be included in an index.
- Mark List
  Marks a word the user wants to be included in a list.
- Mark Short Form
  Marks a word the user wants to be included in a short form.
- Mark Target
  Marks a word that will be used as the target.
- Mark TOC
  Marks a word the user wants to be included in a table of contents.
- Math Bar
  Displays the Math bar.
- Math Number Format Dialog
  Opens the **Number Format** dialog box.
- Measurement Units
  Sets the units of measurement.
- Menu
  Displays a dialog box that contains menu options.
- Merge Bar
  Displays the Merge bar.
- Merge Data File
  Inserts a Data File merge marker.
- Merge Data File Dialog
  Opens the **Merge Data File** dialog box.
- Merge Field
  Specifies the name or the number of the field to insert in a merge documen
- Merge Field Number Dialog
  Opens the **Merge Field Number** dialog box.
- Merge Form File
  Inserts a Form File marker.
- Merge Form File Dialog
  Opens the **Merge Form File** dialog box.
- Merge Macro
  Inserts a <Mac:Macro Name> merge marker.
- Merge Markers
  Specifies whether merge markers are displayed.
- Merge Message
  Creates a message that is then displayed when the command is encountered during a merge.
- Merge Message Dialog
  Opens the **Merge Message** dialog box.
- Merge Transfer
  Inserts a <Transfer> merge marker.

- Merge Update Screen
  Shows the results of a merge in progress.
- Minutes for Backup
  Sets the number of minutes between each automatic backup.
- Move
  Shifts selected objects to another position.
- Move Backward
  Moves an object in a stack back one position.
- Move Forward
  Moves an object in a stack forward one position.
- Move Left A Cell
  Moves the insertion point one cell to the left.
- Move Right A Cell
  Moves the insertion point one cell to the right.
- Move Status Item
  Arranges an item on the Status bar.
- Move To Back
  Moves an object in a stack to the back of the stack.
- Move To Front
  Moves an object in a stack to the front of the stack.
- Move to Next Cell
  Moves the insertion point to the next cell.
- Move to Previous Cell
  Moves the insertion point to the previous cell.
- Move Window
  Moves a specified document window to a new position on the screen.
- Movie Badge
  Displays a QuickTime movie badge.
- Movie Badges
  Displays a series of QuickTime movie badges.
- Movie Box Options Dialog
  Opens the **Movie Box Options** dialog box.
- Movie End
  Stops playback of a QuickTime movie.
- Movie Find
  Searches for the next or previous movie.
- Movie Frame Dialog
  Opens the **Movie Frame** dialog box.
- Movie Play
  Plays a specified QuickTime movie.
- Movie Poster Original
  Changes a specified movie poster back to the original poster.
- Movie Poster Replace
  Replaces a specified QuickTime movie poster.
- Movie Printing
  Specifies how to print QuickTime movies.
- Movie Settings
  Specifies QuickTime movie settings.

- Movie Settings Dialog
  Opens the **Movie Settings** dialog box.
- Movie Size Original
  Changes a specified movie back to its original size.
- MoviePlayEZ
  Plays a specified QuickTime movie.
- Nest Paragraphs
  Moves the left margin of selected paragraphs one tab stop to the right.
- New Box Number
  Sets a new box number.
- New Document
  Opens a new document.
- New Endnote
  Creates a new endnote at the insertion point.
- New Equation
  Opens the Equation Editor, enabling the user to create a new equation.
- New Folder
  Creates a new folder.
- New Footnote
  Creates a new footnote at the insertion point.
- New Graphic
  Opens the Graphic Editor, enabling the user to create a new graphic.
- New Header/Footer Dialog
  Opens the **New Header/Footer** dialog box.
- New Style
  Creates a new style.
- New Style Dialog
  Opens the **New Style** dialog box.
- New Table Box
  Creates a table box that functions as a table box.
- New Table Dialog
  Opens the **New Table** dialog box.
- New Text Box
  Creates a new text box.
- New User Box
  Creates a new text box that is labeled as and functions as a user box.
- New Watermark Dialog
  Opens the **New Watermark** dialog box.
- Next QuickCorrect Lookup
  Looks up the next word that needs to be corrected.
- Non-Breaking Hyphen
  Inserts a hyphen that cannot break up a word between one line and the next.
- Number Format
  Sets the number format.
- Number To String
  Converts a specified number to its character equivalent.
- NumLock
  Sets Numlock as a state of the keyboard.

- On Cancel
  Specifies the label where the macro goes if the user presses Cancel.
- On Error
  Specifies the label where the macro goes if an error occurs during the macro.
- Open DA
  Opens the desk accessory.
- Open Dialog
  Opens the **Open** dialog box.
- Open Document
  Opens a specified file.
- Open Latest Menu Count
  Sets the files listed under Open Latest.
- Open Next Mailbox Letter
  Opens the next letter in the mailbox.
- Other Font Sizes Dialog
  Open the **Other Font Sizes** dialog box.
- Outline Mode
  Turns Outline on and off.
- Outlining Dialog
  Opens the **Outlining** dialog box.
- Page Border Dialog
  Opens the **Page Border** dialog box.
- Page Down
  Moves the insertion point to the beginning of the following page.
- Page Number Format
  Sets the font and font size of the page numbers in the document.
- Page Number Position
  Turns the page numbering option off and on, and specifies where page numbers appear on the page.
- Page Number Style
  Sets the page numbering style.
- Page Numbering Dialog
  Opens the **Page Numbering** dialog box.
- Page Setup Dialog
  Opens the **Page Setup** dialog box.
- Page Setup Options
  Sets page options.
- Page Up
  Moves the insertion point to the beginning of the previous page.
- Paragraph Border Dialog
  Opens the **Paragraph Border** dialog box.
- Paragraph Layout Dialog
  Opens the **Paragraph Layout** dialog box.
- Paragraph Numbering
  Turns outline numbering on.
- Paragraph Spacing
  Determines the spacing between paragraphs.

- Password Protect Documents
  Enables the user to protect documents with a password.
- Paste
  Pastes the contents of the Clipboard at the insertion point or in a specified graphic.
- Paste Attributes
  Inserts only the text attributes on the Clipboard.
- Paste Special Dialog
  Opens the **Paste Special** dialog box.
- Paste Text
  Inserts text on the Clipboard into the document at the insertion point.
- Pattern Edit Dialog
  Opens the **Pattern Edit** dialog box.
- Pause
  Temporarily stops a macro.
- Pause Until
  Temporarily stops a macro until a specified keyboard input occurs.
- Pen Size Dialog
  Opens the **Pen Size** dialog box.
- Plain Text
  Turns off all text attributes.
- Position to Cell
  Positions text or an object in relation to a cell in a table.
- Position Toolbar
  Moves the Button Bar (Toolbar) to a new position on the screen.
- PostScript Dialog
  Opens the **PostScript** dialog box.
- Preferences Window
  Opens the Preferences window.
- Print
  Prints the current document or selection.
- Print Dialog
  Opens the **Print** dialog box.
- Print Document
  Prints a specified document.
- Print One Copy
  Prints one copy of the specified document.
- Print Options
  Sets the print options.
- Print Preview Dialog
  Opens the **Print Preview** dialog box.
- Print Reset
  Resets the print record.
- Prompt
  Displays a dialog box that contains a specific message and title.
- Publish
  Publishes the edition file.

- QuickCorrect
  Replaces an incorrect word with a correct one.
- QuickCorrect Edit Dialog
  Opens the **QuickCorrect Edit** dialog box.
- QuickCorrect Preferences Dialog
  Opens the **QuickCorrect Preferences** dialog box.
- Quit
  Quits WordPerfect without saving changes to open documents.
- Raw Look
  Finds a specified item without moving the insertion point.
- Raw Read
  Finds a specified item and moves the insertion point.
- Redline/Strikeout Dialog
  Opens the **Redline/Strikeout** dialog box.
- Relative Font Size
  Sets the size of relative fonts.
- Relative Size Dialog
  Opens the **Relative Size** dialog box.
- Remember Window Position
  Environment Preference item.
- Remove All Code
  Removes all occurrences of a specified code.
- Remove Code
  Removes a single occurrence of a specified code.
- Remove Header/Footer
  Removes a specified header, footer, or watermark.
- Remove Overlay
  Removes a specified overlay.
- Remove Overlay Dialog
  Opens the **Remove Overlay** dialog box.
- Remove Page Format
  Removes a custom page format.
- Remove Redline
  Removes redline codes from the current, active document.
- Remove Replacement
  Removes the QuickCorrect replacement item.
- Remove Service
  Removes the Word Services application.
- Remove Strikeout
  Deletes all text that has been marked with Strikeout in the current document.
- Remove Style
  Removes any style that has been applied to selected text or a selected paragraph.
- Remove Then Find Code
  Removes a specified code, then goes to the next occurrence of the code.
- Rename File
  Changes the filename.

- Rename Folder
  Changes the folder name.
- Repeat
  Causes a macro to repeat commands until the Until expression is true.
- Replace Errors As You Type
  Causes QuickCorrect to correct errors as you type; a QuickCorrect Preference item.
- Replicate
  Duplicates objects created with the Graphic
- Replicate Dialog
  Opens the **Replicate** dialog box.
- Reply
  Allows users to reply to a message.
- Reply To
  Causes the Mailer to reply to a message.
- Reply To All
  Allows a user to reply to all recipients of a message.
- Required Hyphen
  Inserts a required hyphen.
- Reset QuickCorrect Lookup
  Resets the QuickCorrect index.
- Resize Table
  Changes the size of the current table.
- Resize Table Dialog
  Opens the **Resize Table** dialog box.
- Return
  Marks the end of the macro subroutine.
- Return Cancel
  Causes the macro to behave as if Command-Period was pressed.
- Return Error
  Causes the macro to behave as if an error had occurred.
- RGB Default Background Color
  Sets the color of the document background.
- RGB Default Foreground Color
  Sets the color of text in the document.
- RGB Default Hilite Color
  Sets the color of the selection indicator.
- Right
  Moves the insertion point one character to the right.
- Right Align
  Aligns text at the right margin.
- Right Line Color
  Sets the color of the line on the right.
- Right Line Type
  Sets the appearance of the line on the right.
- Rotate
  Rotates an object or objects.

- Rotate Dialog
  Opens the **Rotate** dialog box.
- Rounded Corners Dialog
  Opens the **Rounded Corners** dialog box.
- Row Height
  Sets the height for selected rows.
- Row Height Dialog
  Opens the **Row Height** dialog box.
- Ruler Bar
  Displays the Ruler bar.
- Ruler Guides
  Switches the Ruler guides.
- Ruler Show/Hide
  Shows or hides the Ruler bar.
- Run
  Runs a specified macro, then returns to the current macro.
- Save
  Saves the default document.
- Save As
  Saves the document with a new name.
- Save As Dialog
  Opens the **Save As** dialog box.
- Save As With Password
  Saves a copy of the current document with a password that protects access to the document.
- Save Default Dialog
  Opens the **Save Default** dialog box.
- Save Draw Defaults
  Phrase.
- Save Graphic Dialog
  Opens the **Save Graphic** dialog box.
- Screen Down
  Moves the insertion point down one screen.
- Screen Left
  Moves the insertion point to the left side of the document.
- Screen Right
  Moves the insertion point to the right side of the document.
- Screen Up
  Moves the insertion point up one screen.
- Search Mixed Alphabets
  Environment Preference item.
- Select All
  Selects all text or objects in the current editing area.
- Select At
  Selects the object at the specified location.
- Select by ID
  Selects the identified or specified object.

- Select Color
  Allows the user to select a color from the Color dialog box.
- Select Column
  Selects the column in which the insertion point is located.
- Select Font
  Selects the contents of the Font text box on the Font bar.
- Select Font Size
  Selects the contents of the Size text box on the Font bar.
- Select Page
  Selects the page in which the insertion point is located.
- Select Paragraph
  Selects the paragraph in which the insertion point is located.
- Select Pattern
  Allows the user to select a pattern from the Pattern dialog box.
- Select Range
  Selects a range according to the region.
- Select Sentence
  Selects the sentence in which the insertion point is located.
- Select Table
  Selects an entire table.
- Select Table Formula
  Places the insertion point in the formula text field on the Math bar.
- Select TableCell
  Selects the current table cell.
- Select TableColumn
  Selects the table column in which the insertion point is located.
- Select TableRow
  Selects the table row in which the insertion point is located.
- Select Toolbar
  Changes the active Button Bar (Toolbar).
- Select Window
  Selects the specified document window.
- Select Word
  Selects the word on which the insertion point is located.
- Send
  Sends a message.
- Set Absolute Tab
  Sets an absolute tab.
- Set Arc Type
  Sets the arc type.
- Set Back Color
  Sets the back color for pen or fill.
- Set Decimal Position
  Sets the decimal align position.
- Set Directory
  Sets the default directory for the duration of the macro.
- Set Fill
  Turns fill color on or off.

- Set Fore Color
  Sets the fore color for pen or fill.
- Set Grid Options
  Sets grid options.
- Set Grid Snap
  Sets grid snap.
- Set In Line Mode
  Sets default wrap around.
- Set Language
  Sets language.
- Set Language Dialog
  Opens the **Set Language** dialog box.
- Set Occurrence
  Specifies the appearance of headers or footers on the page.
- Set Palette Color
  Sets the palette color.
- Set Palette Pattern
  Sets the palette pattern.
- Set Paragraph Level
  Sets the outline numbering level.
- Set Pattern
  Phrase.
- Set Pen
  Turns the pen on or off.
- Set Pen Size
  Sets the pen diameter.
- Set Relative Tab
  Sets relative tabs.
- Set Repeat Tab
  Sets repeat tabs.
- Set Rounded Rect Size
  Sets the size of a rounded rectangle.
- Set Style Preservation
  Preserves the style state.
- Set Tab
  Sets tabs and the tab type.
- Set Text Color
  Changes the color of the text.
- Set Tool
  Selects a tool.
- Share Column Width
  Sets the width for selected columns.
- Show Bars Dialog
  Opens the **Show Bars** dialog box.
- Show Grid
  Shows or hides the grid.
- Show Options When Closing Letter
  Mailer Preference item.

- Show Unknown Alphabets
  Preference item.
- Size
  Determines the size of objects.
- Size Codes Window
  Determines the size of the Codes window.
- Size Object Dialog
  Opens the **Size Object** dialog box.
- Size Status Item
  Changes the size of a Status bar item.
- Size Window
  Determines the size of a specified Document window.
- Sleep
  Stops active operation of portable machines.
- Smart Quotes
  Environment Preference item.
- Smooth
  Smooths a selected polygon.
- Snap Shot Mailer Addresses
  Saves the current Mailer addresses.
- Snap To Ruler
  Switch.
- Soft Hyphen
  Inserts a soft hyphen at the insertion point.
- Sort
  Sorts items in a document or in selected text.
- Sort Dialog
  Opens the **Sort** dialog box.
- Spacing Below Columns
  Sets the amount of space below columns.
- Spacing Between Columns
  Sets the amount of space between columns.
- Speed
  Specifies the amount of time between the execution of macro commands.
- Speller Dialog
  Opens the **Speller** dialog box.
- Split Cell
  Splits table cells that were previously joined.
- Start Merge
  Starts a merge with specified files.
- Start Merge Dialog
  Opens the **Start Merge** dialog box and begins the merge.
- Status Help
  Turns Status Help on or off.
- Step
  Causes the macro to stop after each command and display the next command.

- String Length
  Assigns the number of characters in a character expression to the variable.
- String To Number
  Converts a character expression to its numeric equivalent.
- Style Options
  Sets style options.
- Styles Bar
  Displays Styles bar.
- Subscribe
  Subscribes to edition file.
- SubString
  Assigns a specified portion of a character expression to a variable.
- SubString Position
  Confirms the value in the Sub Expression parameter of the Original Expression.
- Subtitle
  Inserts a subtitle.
- Subtitle Attribute
  Sets the font for subtitles.
- Subtitle Dialog
  Opens the **Subtitle** dialog box.
- Subtitle Font Name
  Sets the font for subtitles.
- Subtitle Position
  Sets the position for subtitles.
- Subtitle Size
  Sets the font size for subtitles.
- Super/SubScript Size
  Sets the size of the superscript or subscript.
- Superscript/Subscript Styles Dialog
  Opens the **Superscript/Subscript Styles** dialog box.
- Suppress
  Suppresses subdocuments.
- Suppress Dialog
  Opens the **Suppress** dialog box.
- Switch Font
  Environment Preference item.
- Switch Keyboard
  Environment Preference item.
- Tab
  Moves the insertion point forward one tab stop.
- Tab Align
  Moves the insertion point to the next tab and treats it as a decimal tab.
- Tab Style
  Sets tab style.
- Table Back Tab
  Moves the insertion point back one cell in a table.

- Table Bar
  Displays the Table bar.
- Table Border Dialog
  Opens the **Table Border** dialog box.
- Table Border End
  Marks the end of table border options.
- Table Border Start
  Marks the start of table border options.
- Table Box Frame Dialog
  Opens the **Table Box Frame** dialog box.
- Table Calculate Dialog
  Opens the **Table Calculate** dialog box.
- Table Cell Margins Dialog
  Opens the **Cell Margins** dialog box.
- Table Decimal Align Dialog
  Opens the **Decimal Offset** dialog box.
- Table Delete Dialog
  Opens the **Delete Row/Column** dialog box.
- Table Fill
  Sets the table fill color or pattern.
- Table Header Rows Dialog
  Opens the **Table Header Rows** dialog box.
- Table Insert Dialog
  Opens the **Row/Column Insert** dialog box.
- Table Mode
  Sets the alignment in a table.
- Table Position Dialog
  Opens the **Table Position** dialog box.
- Table Tab
  Moves the insertion point to the next tab while in a table cell.
- Table To Text Dialog
  Opens the **Table to Text** dialog box.
- Tabs Dialog
  Opens the **Tabs** dialog box.
- Text Box Frame Dialog
  Opens the **Text Box Frame** dialog box.
- Text Box Number Dialog
  Opens the **Text Box Number** dialog box.
- Text Box Options Dialog
  Opens the **Text Box Options** dialog box.
- Text Orientation
  Determines whether text is horizontal or vertical.
- Text To Table Dialog
  Opens the **Text to Table** dialog box.
- Thesaurus Dialog
  Opens the **Thesaurus** dialog box.
- Tile Windows
  Arranges the windows so each occupies a portion of the screen.

- Titlecase Convert
  Capitalizes the first letter of each word in the selection.
- TOA Bar
  Displays the TOA bar.
- Toggle Endnote Bar
  Turns the Endnote bar on and off.
- Toggle Font Bar
  Turns the Font bar on and off.
- Toggle Footer Bar
  Turns the Footer bar on and off.
- Toggle Footnote Bar
  Turns the Footnote bar on and off.
- Toggle Header Bar
  Turns the Header bar on and off.
- Toggle Layout Bar
  Turns the Layout bar on and off.
- Toggle List Bar
  Turns the List bar on and off.
- Toggle Mailer Bar
  Turns the Mailer bar on and off.
- Toggle Merge Bar
  Turns the Merge bar on and off.
- Toggle Ruler Bar
  Turns the Ruler bar on and off.
- Toggle Status Bar
  Turns the Status bar on and off.
- Toggle Styles Bar
  Turns the Styles bar on and off.
- Toggle Table Bar
  Turns the Table bar on and off.
- Toggle Table Protect
  Toggles locked cells in a table.
- Toggle TOA Bar
  Turns the TOA bar on and off.
- Toggle Toolbar
  Turns the Button Bar (Toolbar) on and off.
- Toolbar
  Hides or shows the Button Bar (Toolbar).
- Toolbar Dialog
  Opens a new **Toolbar** dialog box, or allows the user to edit an existing **Toolbar** dialog box.
- Top Line Color
  Sets the color of the top line.
- Top Line Type
  Sets the appearance of the top line.
- Transfer
  Transfers program execution to the application specified in the Application parameter.

- Type
  Inserts specified text in the active window.
- Type Var
  Inserts the contents of a specified variable in the Document window.
- Typeover
  Turns Typeover mode on and off.
- Underline Options
  Specifies whether spaces and tabs will be underlined.
- Undo
  Undoes the most recent editing or formatting change.
- Ungroup
  Ungroups selected objects.
- Unlock
  Allows objects to be modified.
- Unnest Paragraphs
  Moves the left margin of selected objects one tab stop to the left.
- Until
  Marks the end of a Repeat Loop.
- Up
  Moves the insertion point to the previous line of the document.
- Update Style
  Updates the current style.
- Update Style Dialog
  Opens the **Update Style** dialog box.
- Update Style With
  Updates the current style.
- Update to Library
  Copies the styles in the Library into the current document.
- Uppercase Convert
  Changes selected text from lowercase to uppercase.
- User Box Frame Dialog
  Opens the **User Box Frame** dialog box.
- Vertical Line Color
  Sets the color of the vertical line.
- Vertical Line Type
  Sets the appearance of the vertical line.
- Vertical Margin
  Sets the top and bottom margins.
- Wait
  Stops the macro for a specified amount of time.
- Watermark Occurrence
  Sets the appearance of a watermark.
- Watermark Options Dialog
  Opens the **Watermark Options** dialog box.
- While
  Marks the beginning of a While/End While loop.
- White Space
  Environment Preference item.

- Wide Insertion Point
  Environment Preference item.
- Widow/Orphan
  Switches for a formatting option.
- Word Left
  Moves the insertion point one word to the left.
- Word Right
  Moves the insertion point one word to the right.
- Word Services Dialog
  Opens the **Word Services** dialog box.
- ZoomIn Window
  Makes the specified window fill the whole screen.
- ZoomOut Window
  Returns the document window to the size it was before being zoomed out.
- ^T
  Shows or hides hard returns, spaces, and so on.

Macro Variables

- Alignment
  Justification at the insertion point.
- AOCEFlag
  Powertalk is installed.
- AutoHyphenation
  The status of hyphenation.
- BackBlue
  The amount of blue in the background color.
- BackGreen
  The amount of green in the background color.
- BackRed
  The amount of red in the background color.
- BackWindow
  The name of the window furthest behind other windows on the screen.
- BoldFlag
  Bold is on.
- BootDir
  The system folder path.
- BottomMargin
  The bottom margin.
- CellValue
  The contents of the current cell.
- ChapterNumber
  The chapter number.
- Clipboard
  The contents of the Clipboard.
- ColorQDFlag
  Color QuickDraw is available.
- ColumnMode
  Which column type is specified.

- ColumnNumber
  The number of the column in which the insertion point is located.
- CurrentAscent
  The ascent of the line in which the insertion point is located.
- CurrentDescent
  The descent of the line in which the insertion point is located.
- CurrentDir
  The current folder.
- CurrentLeading
  The leading of the line in which the insertion point is located.
- CurrentStyle
  The name of the active style.
- CursorDocV
  The position of the insertion point relative to the top of the document.
- CursorH
  The position of the insertion point relative to the left edge of the document.
- CursorPageV
  The position of the insertion point relative to the top of the page.
- DecimalPointChar
  The decimal separator character.
- DocLanguageID
  The document language.
- DocRegionID
  The document language region.
- DocScriptID
  The document script.
- DocumentModifyFlag
  The document has been modified.
- DocumentName
  The name of the active document.
- DocVar0-DocVar9
  The variable in the document.
- DoubleUnderlineFlag
  Double underline is on.
- EndnoteBarFlag
  The Endnote bar is displayed.
- EndnoteNumber
  The number of the current or next endnote.
- ExtraLargeFontFlag
  Extra large font is on.
- FillBackgroundColorBlue
  The amount of blue in the background fill color.
- FillBackgroundColorGreen
  The amount of green in the background fill color.
- FillBackgroundColorRed
  The amount of red in the background fill color.
- FillForegroundColorBlue
  The amount of blue in the foreground fill color.

- FillForegroundColorGreen
  The amount of green in the foreground fill color.
- FillForegroundColorRed
  The amount of red in the foreground fill color.
- FillPattern
  The number of the fill pattern.
- FindDirection
  The direction of the search.
- FindStatusFlag
  What the search found.
- FineFontFlag
  Fine font is on.
- FontBarFlag
  The Font bar is displayed.
- FontName
  The font name.
- FontScriptID
  The font script.
- FontSize
  The font size.
- FooterBarFlag
  The Footer bar is displayed.
- FootnoteBarFlag
  The Footnote bar is displayed.
- FootnoteNumber
  The number of the current or next footnote.
- ForeBlue
  The amount of blue in the foreground color.
- ForeGreen
  The amount of green in the foreground color.
- ForeRed
  The amount of red in the foreground color.
- FormatOrientation
  An Environment option.
- FrontWindow
  The current window.
- GlobalVar00-GlobalVar49
  Variables with the scope of the program.
- GraphicBoxNumber
  The number of the current or next graphic box.
- GridSizeHorizontal
  The horizontal spacing of the grid.
- GridSizeVertical
  The vertical spacing of the grid.
- HeaderBarFlag
  The Header bar is displayed.
- HiliteBlue
  The amount of blue in the highlight color.

- HiliteGreen
  The amount of green in the highlight color.
- HiliteRed
  The amount of red in the highlight color.
- InDrawFlag
  The Graphic Editor is active.
- InTableFlag
  The insertion point is in a table.
- InTextBoxFlag
  The insertion point is in a text box.
- ItalicsFlag
  Italics is on.
- KeyScriptID
  Script is being used by the keyboard.
- LargeFontFlag
  Large font is on.
- LayoutBarFlag
  The Layout bar is displayed.
- LeftCellMargin
  The size in points of the left margin of the cell.
- LeftColumnMargin
  The left margin of the column where the insertion point is located.
- LeftMargin
  The left margin.
- LinCharacterCount
  The number of characters in the line where the insertion point is located.
- LineNumberingFlag
  Line numbering is on.
- LineSize
  The height of the line where the insertion point is located.
- LineSpacing
  The spacing of the line where the insertion point is located.
- ListBarFlag
  The List bar is displayed.
- LogicalLine
  The logical line number.
- LogicalPage
  The logical page number.
- MailerBarFlag
  The Mailer bar is displayed.
- MathBarFlag
  The Math bar is displayed.
- Measurement
  The current units of measure.
- MergeBarFlag
  The Merge bar is displayed.
- MovieCount
  The number of movies in the current document.

- MultipleScriptFlag
  Multiple scripts are in the system.
- NewDocumentFlag
  The document is new.
- NextWindow
  The window beneath the top window.
- NumberOfColumns
  The number of columns where the insertion point is located.
- NumberOfObjects
  The number of objects that can be selected.
- NumberOfWindows
  The number of open windows.
- ObjectID
  The number of the selected object.
- ObjectType
  The string name of the object type.
- OutlineFlag
  Outline is on.
- PageHeight
  The height of the page.
- PageNumberPosition
  The position of the page number on the page where the insertion point is located.
- PageNumberType
  The type of page numbering on the page where the insertion point is located.
- PageWidth
  The width of the page.
- PCFormatFlag
  The document was created in IBM PC format.
- PenBackgroundColorBlue
  The amount of blue in the background fill color.
- PenBackgroundColorGreen
  The amount of green in the background fill color.
- PenBackgroundColorRed
  The amount of red in the background fill color.
- PenForegroundColorBlue
  The amount of blue in the foreground fill color.
- PenForegroundColorGreen
  The amount of green in the foreground fill color.
- PenForegroundColorRed
  The amount of red in the foreground fill color.
- PenPattern
  The number of the fill pattern.
- PhysicalLine
  The physical line number.
- PhysicalPage
  The physical page number.

- PlainFlag
  Font attributes are turned off.
- Random
  Contains a random value between 0 and 1.
- RawObject
  The object is read.
- RawObjectType
  The type of object.
- ReadOnlyDocumentFlag
  The document is marked read-only.
- RedlineFlag
  Redline is on.
- Replacement Word
  QuickCorrect will replace incorrect words with correct ones.
- RightCellMargin
  The size in points of the right margin of a table cell.
- RightColumnMargin
  The size of the right margin of the column in which the insertion point is located.
- RightMargin
  The right margin.
- RoundedRectSizeHorizontal
  The horizontal size in points of a rounded rectangle.
- RoundedRectSizeVertical
  The vertical size in points of a rounded rectangle.
- RulerBarFlag
  The Ruler bar is displayed.
- RulerFlag
  The Ruler is displayed.
- SaveAsFormat
  The format set in the **Save As** dialog box.
- ScaleFactor
  The document display percentage.
- ScreenSizeH
  The horizontal size of the screen.
- ScreenSizeV
  The vertical size of the screen.
- ScriptVar01-ScriptVar50
  The variables transferred from an Apple Script.
- ScriptVarCount
  The number of variables transferred from an Apple Script.
- SelectionFlag
  Text or graphics are selected.
- ShadowFlag
  Shadow is on.
- ShowCodesFlag
  Show Codes is on.

- ShowScriptFlag
  Show Unknown Alphabets is on.
- ShowWhiteSpaceFlag
  Show White Space is on.
- SmallCapsFlag
  Small Caps is on.
- SmallFontFlag
  Small Font is on.
- SmartQuotesFlag
  Environment option.
- SnapToRulerFlag
  Environment option.
- SpacingBelowColumns
  The space below the columns in which the insertion point is located.
- SpacingBetweenColumns
  The space between the columns in which the insertion point is located.
- StatusBarFlag
  The Status bar is displayed.
- StrikeoutFlag
  Strikeout is on.
- StylesBarFlag
  The Styles bar is on.
- SubscriptFlag
  Subscript is on.
- SuperscriptFlag
  Superscript is on.
- SystemLanguage
  The active system language.
- TabAlignChar
  The tab align character is stored.
- TableBarFlag
  The Table bar is displayed.
- TableBoxNumber
  The number of the current or next table box.
- TableColumnNum
  The number of the table column in which the insertion point is located.
- TableID
  The ID of the current table.
- TableMaxColumnNum
  The maximum number of columns in the table.
- TableMaxRowNum
  The maximum number of rows in the table.
- TableRowNum
  The number of the table row in which the insertion point is located.
- TextBlue
  The amount of blue in the text color.
- TextBoxNumber
  The number of the current or next text box.

- TextGreen
  The amount of green in the text color.
- TextRed
  The amount of red in the text color.
- ThousandsSep
  The thousands separator is on.
- TOABarFlag
  The TOA bar is displayed.
- ToolbarFlag
  The Button Bar (Toolbar) is displayed.
- ToolbarPosition
  The current position of the Button Bar (Toolbar).
- TopMargin
  The top margin.
- UnderlineFlag
  Underline is on.
- UserBoxNumber
  The number of the current or next user box.
- Var00-Var49
  Variables with the scope of the macro.
- VeryLargeFontFlag
  Very Large font is on.
- WidowOrphanFlag
  Widow/orphan is on.
- WordToReplace
  QuickCorrect will replace the word.
- WPDir
  The application path.
- WPLibraryName
  The name of the current WordPerfect library.

Appendix D: Apple Technology & WordPerfect

You can use the latest Apple technologies with WordPerfect for Macintosh. Read the following sections for information about what you can do in WordPerfect with the System version you use. If you use System 7.0, see *System 7.0 or Later.* If you use a system later than 7.0, read the section for that system version and the sections before it because each version of the system includes new technologies as well as previously released technologies.

System 7.0 or Later

Use this:	To do this:	For more information, see:
Balloon Help	Find Help by pointing to areas of the screen	*Getting Help* in *Chapter 1*
Publish and Subscribe	Share information created in one application or document with the same document or another document	*Sharing Information Using Publish and Subscribe* in *Chapter 14*
QuickTime	Insert and play movies or video clips in your documents	*Inserting and Playing Movies* in *Chapter 10*
Apple Events	Use other applications in conjunction with WordPerfect	*Using Apple Events* in *Chapter 14*; *Graphics Basics* in *Chapter 10*; *Using Tables* in *Chapter 5*; and *Using Word Services* in *Chapter 12*

System 7.1 or Later

Use this:	To do this:	For more information, see:
WorldScript	Work with multiple-language documents that include non-Roman (2-byte) characters without changing systems	*Using International Languages* in *Chapter 12*

System 7 Pro (7.1.1) or Later

Use this:	To do this:	For more information, see:
PowerTalk	Mail and receive messages to others on your network	*PowerTalk* later in this appendix
AppleScript™	Use scripts to perform tasks between multiple applications	*Using AppleScript™* in *Chapter 14*

System 7.5 or Later

Use this:	To do this:	For more information, see:
QuickDraw GX Printing	Adjust the print setup by page, choose a printer in the Print dialog box, print a portable digital document	*Chapter 9*
Apple Guide	Use step-by-step tutorials for particular tasks	*Getting Help* in *Chapter 1*
Macintosh Drag and Drop	Drag a selection to another WordPerfect document, an application that supports drag and drop, or the desktop	*Moving Text* in *Chapter 6*
Easy Open	Open documents using Easy Open conversions	*Opening Documents* in *Chapter 6*

PowerTalk

WordPerfect supports Apple Computer's PowerTalk technology, which enables you to correspond with other PowerTalk users through electronic messages.

To use PowerTalk with WordPerfect, you must install System 7 Pro with the PowerTalk system extensions and set up the PowerTalk Key Chain with an access code (password). After the PowerTalk extensions are properly installed, a **Mailer** button appears on the Control Bar in WordPerfect.

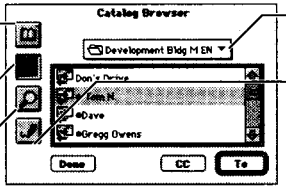
To use the Mailer, click the **Mailer** button on the **Control** bar.

Creating and Sending Mail

1. Create a document in WordPerfect, or open a WordPerfect document.
2. Click **Mailer** on the **Control** bar to open the **Mailer** bar and window.
3. Click the **Subject** box, then type a subject for the message.
4. Click the **Recipients** icon.

The first time you click the icon after turning on your computer (or restarting), a dialog box prompts you for your PowerTalk Key Chain access code (password). Type in your access code, then click **OK**. For instructions on setting an access code, refer to your *PowerTalk User's Guide.*

5 Select a recipient in the **Catalog Browser** dialog box.



Click to display addresses in your personal catalog.

Click to display addresses on your AppleTalk network.

Click to find an address.

Use to access a different catalog or AppleTalk Zone.

Click to type a name, a PowerTalk address, or an address from a different mail system.

6 Click **To**.

HINT: If you want to send the message to multiple recipients, repeat steps 5 and 6. If you want to send a carbon copy of the message to someone, click **CC**. If you want to send a blind copy, hold down the **Option** key, then click **BCC** when it appears. Use the blind copy feature when you want to send a copy to someone without the other recipients knowing; names of blind copy recipients do not appear in the recipients box in the receiver's mail.

7 Click **Done** to close the dialog box.

8 To enclose additional documents with the message, click **Enclosures** and select a file or folder from the directory dialog box, then click **Enclose**.

You can repeat step 8 to add as many as 50 enclosures.

9 Click **Send** on the **Mailer** bar, then choose a format from the **Send as** pop-up menu.

Choose this format:	**When:**
WordPerfect 3.1	When you are sending a WP 3.1 document to recipients who use WordPerfect 3.1.
AppleMail	When you are sending a message to recipients who do not use WordPerfect 3.1.
Snapshot	When you want the recipients to receive a PICT image of the document including text, styles, and graphics. They will be able to copy and paste the document, but will not be able to edit it.

You can send mail in multiple formats. Click the **Multiple Formats** checkbox, then select the formats you wish to use. Sending a message in multiple formats allows recipients to decide what format they want to view the message in.

You can also protect the message from changes by adding a *digital signature*, which is similar to a password. Click the **Sign Letter** checkbox. For more information about creating and using digital signatures, see your *PowerTalk User's Guide.*

10 Click **High**, **Normal**, or **Low** to specify the priority of the message, then click **Send** in the dialog box.

Opening Mail

To open a message that has been mailed to you,

1 Open your PowerTalk In Tray (usually labeled with your username) on the desktop, then double-click the message.

If the received mail is not in WordPerfect format, it will be opened in the AppleMail application.

HINT: To open a non-WordPerfect message into WordPerfect rather than AppleMail, drag the message icon from your In Tray to the WordPerfect application icon.

HINT: When you read a message that has been forwarded, the message may have multiple pages. Click the folded corner of the message (lower left corner) to turn the page.

Replying to Mail

When you are using WordPerfect, you can reply to mail that you have received.

1 Click **Reply** on the **Mailer** bar.

2 Type your reply, then click **Send**.

HINT: If the message you are replying to was sent to more than one person, you can send your reply to the sender and all of the recipients by clicking **Reply to All** instead of **Reply** (in step 1).

Forwarding Mail

To forward a mail message in WordPerfect,

1 Click **Forward** on the **Mailer** bar.

2 Type a message in the document window if desired.

3 Choose the recipient(s) you want to forward the message to (steps 4 through 7 under *Creating and Sending Mail* earlier in this section).

4 Click **Send**.

Glossary

Glossary

Glossary

active Describes an application, window, dialog box, or feature that is in use. An active window has horizontal lines in the title bar.

alert box A small window that calls your attention to an unusual situation. Close an alert box by clicking Cancel or OK.

alignment The way the text lines up on a page, in a column, or in a text box. Text can be left aligned, right aligned, centered, or justified.

alphanumeric Describes text composed of letters and numerals.

anchor point The point around which an object is being rotated or the point toward which or away from which an object is being sized. Also, the points, along with control points, that determine the shape of curves.

anchor To attach a graphic or text box to a certain location. A graphic or text box can be anchored to a character, a paragraph, or a page.

application Also called a program. Software designed for a certain use, such as word processing or sending electronic mail.

attributes The elements that determine the appearance of a character (for example, bold, italic, 10-point) or a graphic (for example, fill, line width, background color).

back up To save copies of files for safekeeping. You can back up files as you work on them to protect your work in case of a power failure or machine problem, or you can have WordPerfect make archive copies of your files to safeguard against damaged originals.

badge An icon that appears in the lower left corner of a movie to distinguish it from ordinary graphics. The icon looks like a small strip of film.

baseline The invisible line upon which text is placed. Each letter sits immediately on the baseline. For letters with descenders (such as g, j, p, and y), the descenders drop below the baseline.

bitmap graphic Sometimes called a paint graphic. A graphic image formed by a series of dots called pixels.

bullet A symbol that precedes each item in a list. Commonly used symbols are arrows, circles, and diamonds.

button A graphic representation of an option or a command. You click the button to choose the option or perform the command. Unavailable buttons are dimmed.

Cancel button A button that appears in dialog boxes. Clicking this button cancels any options you have changed and closes the dialog box.

case-sensitive A program or feature that distinguishes between uppercase and lowercase letters.

character map A table that identifies printable characters and shows how to print them. Character maps are created and named independently of fonts, so any number of fonts can share them.

character attributes Font, size, text style, and text color.

checkbox A small square or circle in a dialog box that indicates whether an option is on or off. Click the checkbox to turn the option on or off. You can select more than one checkbox in a group at a time. Compare with radio button.

choose To pick a menu option by dragging down a pull-down menu until a command is highlighted, then releasing the mouse button.

cicéro A European unit of measurement. There are 5.63 cicéros in an inch.

click To press and release the mouse button. See also *double-click* and *drag*.

Clipboard An area in a computer's memory where data can be stored to await further action. Clipboard contents are erased when you cut or copy an additional item, or when you turn off the computer.

close box The small box in the upper left corner of the active window. Clicking the close box closes the window.

codes Hidden markers that control how documents appear on the screen and/or print. Most WordPerfect commands insert codes into a document. You can see these codes by choosing Show Codes from the Edit menu.

column break The separator inserted to mark the end of one column and the beginning of another on a page.

command An instruction given to a computer to perform a certain action.

Common Library A file that lets network users share macros, styles, keyboard templates, font maps, and conversions. Resources can be copied to and from the Common Library. You can use the Common Library if your system administrator has installed it and given you access rights.

conversion filters Files that let you convert a file from one format to another. For example, you can use conversion filters to import a PICT graphic into WordPerfect, or to export a WordPerfect document in Rich Text Format (RTF) to another application.

crop To trim a graphic or a text box.

crosshair pointer The shape the pointer assumes when drawing certain objects in the Graphic Editor.

cycle To move in succession to a series of open windows or modeless dialog boxes.

data file Formerly called Secondary File. The information from a data file field replaces a blank in a form file to which it is merged. A data file can be a delimited text file, a WordPerfect table, or a file that is divided into records and fields.

default Predetermined setting or action that takes effect unless specifically changed. You can change some defaults for all future work sessions and others only for the remainder of the current session.

default folder The folder where files are saved and retrieved unless another folder is specified.

Delete key A key on your keyboard that deletes the character to the left of the insertion point.

Delete Right A key ([.] on the numeric keypad) or the Apple extended keyboard that deletes characters to the right of the insertion point.

deselect The reverse action of select. To deselect selected text, click away from selected text. To deselect a radio button, choose another radio button in the same group. To deselect a selected checkbox, click the checkbox.

desk accessories Special-purpose applications, such as Alarm Clock, Chooser, and Control Panels, that are available regardless of which application is active. You can choose installed desk accessories from the Apple menu.

desktop The screen background and environment of all applications for Macintosh computers.

dialog box A rectangular box that either requires or provides information. Many dialog boxes contain text boxes, list boxes, radio buttons, and checkboxes. Some dialog boxes display warnings or explanations. Compare with *alert box.*

didot A European unit of measurement. There are 67.553 didots in an inch.

dimmed Describes the gray appearance of an unavailable button, icon, or menu option. See also inactive.

disk (floppy disk, diskette) The flat, removable object that slips into a disk drive. The computer records and retrieves information from the disk. A hard disk is located inside of the computer.

disk drive A mechanism that reads from and writes to a disk. Disk drives can be mounted in the cabinet of the computer or can stand alone externally.

document A file created using WordPerfect or other applications.

double-click To press and release the mouse button twice in rapid succession.

drag To move a selected item on screen by holding down the mouse button while moving the mouse.

draw graphic Also called a vector graphic. An image composed of objects, such as a circle or rectangle. Draw graphics can print with a much higher resolution than bitmapped graphics because they are stored as mathematical equations.

edit To modify text, graphics, or other items in your document.

EPS (Encapsulated PostScript®) A graphic format created by an application to produce PostScript® printer language commands.

export To output data in a form that another program can read.

file A collection of information stored on a disk. Documents, applications, libraries, and dictionaries are examples of files.

filename The name given to a text or graphics file that a program uses to retrieve and save that file. Format varies with different operating systems.

folder A place where applications and files (including WordPerfect documents) can be stored.

font A group of letters, numbers and symbols that share a common typeface. Fonts are described by name, weight, and point size. Available fonts are usually stored in the Macintosh system.

footer Information located at the bottom of pages within a document. A footer typically includes document information and a page number.

form file Formerly called a Primary File. A blank in a form file is replaced by information from a data file with which it is merged.

format Appearance of the printed page, including such elements as margins, justification, spacing, and page length.

frame A border used to separate and make a graphic or text box stand out from the rest of the items on the page.

GIF (Graphics Interchange Format) A graphic format that uses compressed bitmapped images.

grid Horizontal and vertical lines in the Graphic Editor that help you measure and align objects. Grid lines do not print.

handles The small solid rectangles that appear on the border of a selected box or object. You can drag a handle to size a graphic or text box, and to size or rotate an object.

hanging indent Describes a paragraph in which all the lines are indented except the first.

hard page break A page break created by choosing Page Break from the Insert menu or pressing ⌘-Return. It is represented by a thick gray line and won't change position when text is reformatted.

hard return A paragraph mark (¶) created by pressing Return that forces a carriage return and won't change position when text is reformatted.

header Information located at the top of the pages in a document. A header typically includes document information and a page number.

Help topic An explanation of a specific feature, dialog box, or task. Help topics usually contain instructions on how to use a feature, pop-ups with glossary definitions for words that may be unfamiliar, and related topics that can provide additional information. You can access Help topics by choosing any command from the Help menu.

I-beam The shape of the pointer inside an active document window or text box.

icon A small graphic image that represents various elements, such as an application, object, command, or tool. Click or double-click an icon to produce an action.

import To convert information so that it can be read from another platform or application.

insertion point A blinking vertical marker that designates the position on the screen where text will be inserted or deleted.

Library A file used to store resources such as macros, styles, conversions, character maps, Button Bars, and keyboards.

list box A box that displays a list of choices, sometimes with a scroll bar.

macro A special resource that contains a series of commands and keystrokes that can be used repeatedly.

menu Also called a pull-down menu. A list of options that appears when you click a menu name in a menu bar.

microcomputer A personal-use computer built around a single-microchip CPU, such as a Macintosh or IBM PC.

modeless dialog box A dialog box that remains open until you click its close box. Modeless dialog boxes can be cycled like other windows.

movie A file that contains dynamic graphic images, often accompanied by a soundtrack.

movie controller A group of buttons and a bar that can be displayed beneath a movie to let you control its playback.

network Interconnected computers and peripherals, with the hardware and software required to share data and resources.

object An image such as a circle or rectangle created in the Graphic Editor.

orphan The first line of a paragraph by itself at the bottom of a page.

palette Collection of colors, fill patterns, or graphic tools.

password A combination of characters that lets you log into a system or use an application or a file.

PICT (Picture Format) The native image format for Macintosh graphics.

point size The height of the characters in a font. One point is equal to 1/72 of an inch.

pointer Also called a mouse pointer. The moving icon that indicates your position on the desktop as you move the pointing device. The pointer can take on different shapes, such as an arrow, hand, I-beam or a globe.

pop-up A bubble that appears when you click a dot-underlined word in a Help topic. A pop-up can contain a description, glossary definition, or hint about a Help topic.

pop-up menu A list of options on a ruler bar or in a dialog box. A pop-up menu appears when you click a button that contains a downward arrow.

pop-up palette A shadowed box found on the Graphic tool palette and in dialog boxes that lets you choose a color or pattern.

poster The graphic image that represents a movie that is not playing.

PostScript® A page description language used by high resolution printers and typesetters.

printer driver A system file that controls the font and other printing information between your computer and printer.

radio button Also called an option button. One of a set of buttons found before options grouped in a dialog box. Only one radio button in a set may be selected at a time; selecting one automatically deselects any other. Compare with checkbox.

read-only access A file attribute that lets you view a file but not modify its contents or delete it.

Read Me file A file included on installation disks that contains otherwise undocumented information. Installation provides an option you can choose to view the contents of the Installation Read Me file. Other Read Me files are located in the Documentation folder in the WordPerfect 3.1 folder.

remap To reassign keys on your keyboard to alternative values. Values can be characters or commands. WordPerfect lets you remap keys to values other than the defaults chosen by the manufacturer.

resolution The number of dots per inch used to display a graphic image.

Return A key you press to start a new paragraph or to confirm options selected in a dialog box.

save To store document information on disk or in a network directory file.

scale To increase or decrease the size of an object, graphic, or text box.

scan To read information from a photograph or another graphic and convert it to a bitmapped graphic. Special hardware and software are required to scan a graphic.

screen font A low-resolution, bitmapped font that mimics a printer font.

scroll bar The vertical bar at the right side of a window or list box, or the horizontal bar at the bottom of a window. You can click an arrow or drag the box within the scroll bar to scroll through a window or list box.

select To mark, choose, or highlight an item.

selection Text, graphic, or object that has been selected.

server A computer that distributes data and resources to users on a network.

shortcut keys A series of keys that can be pressed to perform specific actions. Shortcut keys are used in place of the mouse or menu commands.

size box A box used to change the size of a window. The size box is found in the lower right corner of a window.

Smart Quotes Curly quotation marks (“ ”) used in place of straight quotation marks (").

soft page break Horizontal dotted line that indicates where WordPerfect calculates and places a page break.

soft return The code inserted at the end of a line when text wraps automatically.

software An application stored as data on a magnetic disk. Software instructs the computer to carry out certain commands.

stationery A template that stores the common text and format elements of documents.

status bar The bar at the bottom of a window that displays information such as the page and line number.

style A set of formatting information. When a style is applied to text, the text reformats to the specifications of the style. Do not confuse style with text style (such as bold, italics, and underline).

subdocument A collective term for headers, footers, endnotes, and footnotes.

submenu A menu that appears when you choose a command marked with a solid triangle on the menu.

suppress To suspend a header, footer, page number, or watermark for a single page only. The suppressed feature resumes on the next page.

System Folder A folder that contains files the Macintosh uses to operate.

text box In a dialog box, the area where you type text or WordPerfect types for you. The insertion point must be in the text box before you can begin to type. In a document, a box into which you type, paste, or insert text.

text style A type of character formatting such as bold, italics, underline, subscript, and superscript.

text object An object into which you type, paste, or insert text.

title bar The top line of a window that displays the window title. You can move a window by pointing to the title bar and dragging. Horizontal lines in the title bar indicate a window is active.

toggle A term used to refer to something (like a feature) that turns on and off with the same switch (like a keystroke).

tool palette A small window that appears when you open a drawing window. You may choose drawing tools from the tool palette.

tools Items on the tool palette that let you create, manipulate, and change the attributes of objects such as circles, rectangles, and lines.

trackball A device similar to a mouse. The base of the device remains stationary while you manually rotate a ball it contains to move the cursor.

widow The last line of a paragraph by itself at the top of a page.

window A bordered area that displays an application, editor, or a document. A window usually contains a title bar, menu bar, status bar, and scroll bars. It may also contain a Button Bar and ruler bars.

Index

Index

Index

A

Adding
  applications to Tools menu 382
  endnotes 118
  footnotes 112
  headers or footers 106
  page numbers 122
  words during spell check 362, 364
  words to dictionary 366
  words to QC Dictionary 376
  words to user dictionary 362
Address files (data files) 405
Adjusting
  cell margins 98
  leading 219
  row height 97
  space between characters 213
  space between paragraphs 220
Aligning
  graphics objects 312
  numbers in table 104
  text 216
Alignment, text 216
Allocating memory (troubleshooting) 450
Alphabetizing text 187
Alphanumeric sort 191
Anchoring
  equations 353
  graphics 310
  graphics, default setting 441
  text boxes 132
  text boxes to paragraphs 132
Antonyms, looking up 368
Apple Events 429
  dictionary 429
Apple Guide 10
Apple Language Kits 378
Apple menu 21
Apple technology
  Apple Events 429
  Apple Guide 10
  AppleScript 427
  PowerTalk 512
  Word Services 382
  WorldScript (Inline) 380
AppleScript 427
Applications Button Bar 27
Applications, third-party 382
Applying styles 395
Arc type, default 446
Arc types 299
Arranging objects 312
Assigning keystrokes 442
  to macros 418
  to styles 399
Attributes, changing draw settings 301
Automatic date 79

B

Back Tab 223
Backing up documents 242
Backup
  location of backup documents 243
  original file 244
  settings, change default 243, 438
  timed 243
Balloon help 8
Bars
  default settings 434
  extended Table 34
  Font 33
  Layout 32
  List 34
  Merge 34
  status 35
  Style 33
  Table 33
Bars, ruler 31
Basing styles on existing styles 398
Beziér curves 288
  editing 300
Binding offset *see* Binding width
Binding width 262
Bitmap font printing *see* Font Substitution
Bitmap graphics, avoiding distortion of *see* Precision bitmap alignment
Block protect 224
Bolding text 211
Bookmarks in online Help 10
Borders
  graphics 320
  objects (specifying color) 300
  text 231
  text columns 229
  text pages 230
  text tables 99
Box options *see* Text boxes and Graphics tasks
  captions (graphics) 321
  equations 357
  graphics 325
  labels (graphic) 324
Bulleted lists 92
  adding bullets to existing lists 92
Button Bars 27
  Applications 27
  changing location 28
  copying to different library 387
  creating new 28
  default display 434
  displaying different 28
  editing 29
  Graphics 280
  hiding 28
  saving with documents 30
Buttons
  creating custom 30
  seeing what they do 31

C

Calculating math in tables 103
Cancel 187 *see also* Undo
Capitalization errors, fixing with QuickCorrect 376
Capitalizing first letter of words 186
Captions
  adding chapter numbers to 324
  adding to items for list 153
  deleting from graphics 323
  editing in graphics 322
  graphics 321
  text boxes 133
Case convert 186
Centering text
  between left and right margins 216
  on page (top to bottom) 223
Changing (in document)
  alignment 216
  columns 227
  default document settings 433
  font sizes 211
  fonts 209
  leading 219
  line spacing 218
  margins 222
  page orientation or size 221

space between paragraphs 220
super-/subscript positions or sizes 212
tab settings 214
text colors 212
text styles 211
Changing (in program)
date or time 80
date or time format 79
date/time format (default) 435
default bars display 434
default document settings 433
default fonts 433
Document style 396
environment settings 438
folder locations 435
Graphics Editor settings 445
keyboard assignments 442
keyboard definition 444
Open dialog box 437
Open Latest menu 437
relative size options 212
save format 437
units of measurement 219
view size 83
Chapter numbers
in graphic caption 324
in text box caption 135
Character borders 230
Character Format dialog box 212
Character map 79
Characters
adjusting space between 213
size, changing 211
special *see* Character map
Charts, creating with WP tables & DeltaGraph 95
Checking grammar 370
Checking spelling 361
Citations, marking for table of authorities 146
Clipboard
hide or show 177
paste format settings 177
Closing
dialog boxes 187
documents 245
Equation Editor 344
WordPerfect 62
Coaches *see* Apple Guide
Codes
deleting 233
finding 233
formatting 41, 231
hiding 42, 232
showing 42, 232
Codes window, default setting 441
Color palette
changing colors on palette 302
editing colors using color wheel 304
Color wheel, editing colors in Graphics Editor 304
Colors
borders, object 300
borders, text 231
fill objects 301
pen 281
printing 282
screen 282, 438
Column Format dialog box 227
Column width (tables) 98
Columns
adjusting column widths in tables 98
borders, creating 229
breaking 228
creating 225
gutters, changing 227
joining 229
moving through 228
turning off 229
types of 226
using extended columns 228
using newspaper columns 228
using parallel columns 228
Columns concepts 227
Command keys
creating list of 445
in dialog boxes 40
on menus 36, 440
Commands
assigning to keystrokes 442
in Graphics Editor 277
macros 417
Common Library, creating 389
Common words list 367
Concordance (for index) 158
Condensed hyphenation (Japanese) 382
Condensing text (Graphics Editor) 298
Conditional end of page *see* Keeping lines together
Control Bar 32
Conversions 168
installing 240
tips 169
tips for converting to other applications 242
tips for importing 169
Converting
case 186
documents to other applications (tips) 242
text to tables 96
Coordinates (Document Editor) 35
Copying
documents or files 249
objects in Graphics Editor (duplicate) 291
resources 387
text 78, 176
Correcting spelling 361
Counting words 252
Creating
borders around text 231
bulleted lists 92
columns 225
endnotes 118
envelopes 161
equations 348, 352
folders 250
footers 106
footnotes 112
graphics 285
headers 106
indexes 156
lines 230
list of key commands 445
outlines 86
overlays 331
styles 394
subtitles 379
tables 94
tables of authorities 144
tables of contents 83
text boxes 129
text objects (Graphics Editor) 287
Creating (in program)
Button Bars 28
custom writing styles 374
keyboard, new definitions 444
Creating document types
data files (for merge) 407
form letters 406
outlines 86
Creating files
common network library 389
key commands list 445

libraries 388
new documents 77
stationery 399
user dictionaries 364
Cropping graphics 307
Cross-referencing 140
Cursor *see* Insertion point
Curves 288
editing 300
Custom installation 5
Custom writing styles (grammar checker) 374
edit 375
Customer Support 11
Customizing
bars, default display 434
date/time format, default 435
default document settings 433
default folders 435
default font 433
environment settings 438
Graphics Editor 445
keyboard assignments 442
keyboard, change 444
keyboard, create new 444
Open dialog box 437
Open Latest menu 437
QuickCorrect settings 377
Save format 437
Cutting text/graphics in a document 176
Cutting, copying, and pasting 176
Cycling document windows 246

D

Damaged documents 451
Data File (merge command) 412
Data files
create 407
creating 407
databases, using 410
definition 405
naming fields in 408
sorting 196
table format 409
Database files, merging 410
Date format 79
default 435
Date, inserting current in document 79
Date/Time command 79
Date/time format, default 435
Decimal align (in tables) 104
Default
bars display 434
date/time format 435
document settings 433
environment settings 438
file settings 437
folders 435
font 210, 433
Save format 437
settings for new document stationery 401
Define Names (merge command) 411
Defining
columns 227
cross-references 141
indexes 159
lists 150
QuickCorrect words 376
table of authorities 145
table of contents 83
Deleting *see* Removing and Discontinuing
captions (graphics) 323
codes 174
columns/rows in table 97
documents or folders 248
endnotes 122
files 248
footnotes 117
graphics/objects 329
headers or footers 111
overlays 331
paragraphs 174
sentences 174
to end of line 174
to end of page 174
watermarks 334
words 174
words from dictionary 367
DeltaGraph charts (hint) 95
Dialog boxes 38
command keys in 40
directory 38
directory, using 237
Dialog menu bars 39
Dictionaries
adding a word 366
adding to user dictionary 362
creating user dictionary 364
QC (QuickCorrect) 376
user dictionary 362
Dictionary menu 361
Direction menu (search) 182
Direction, paper (orientation) 221
Direction, search 182
Directories *see* Folders
Directory dialog boxes 38, 237
Discontinuing *see* Suppressing
headers or footers 109
watermarks 335
Disk Full message 242
Displaying
Clipboard 78
extra keyboard shortcuts 40
figures/overlays, default setting 441
open document 246
overlays, turning off 331
ruler bars 32
Document Editor 17
Document problems 451
Document recovery 452
Document settings 433
Document setup options 260
Document style, editing 396
Document types
damaged 451
new 77
password-protected 254
Documents
backing up 242
closing 245
copying 248
copying resources to or from 387
deleting 248
getting information 251
inserting into current document 77
merging 403
moving through 171
opening 167
printing 265
renaming 249
saving 238
saving macros or styles with 387
troubleshooting 451
Dormant returns 439
Dormant Returns Enabled 225
Double spacing *see* Line spacing
Double underline 212
Downloadable fonts 264
Drag and drop 175
default setting 440
Draw overlay 330
Drawing attributes, Get Attributes command 301
Drawing basics 273

Drawing layers 275
overlays 330
watermarks 333
Drawing tasks
arranging objects 312
captioning graphics 321
creating graphics 285
creating overlays 330
creating watermarks 333
cropping graphics 307
deleting graphics/objects 329
drawing beziér curves 288
editing graphics 297
flipping objects 317
framing graphics 320
grouping objects 318
labelling graphics 324
locking/unlocking objects 319
moving graphics 310
renumbering graphics 323
saving 319
selecting graphics 294
sizing graphics (in Document Editor) 306
sizing objects (in Graphics Editor) 308
ungrouping objects 318
Drawing tools 277
Button Bars 280
tool palette 281
Drawing types 273, 274
curves 288
draw graphics 273
paint graphics 273
text objects 287
Drawing window 276
Drawing window settings
customizing 445
grid options 283
Drawing your first graphic (lesson) 53
Duplicating objects 291

E

Edit menu 22
Editing *see* Changing
beziér curves 300
Button Bars 29
captions (text box) 134
colors on palette (Graphics Editor) 302
colors using color wheel 304
custom writing styles 375
dictionaries 365
Document style 396
endnotes 119
equations 351
footnotes 113
formulas in table cells 103
graphics 297
graphics captions 322
headers/footers 109
indexes 161
lesson on how to edit 48
macros 420
outlines 91
overlays 331
patterns (Graphics Editor) 305
styles 395
subtitles 380
tables 96
tables of authorities citation 149
tables of contents 86
text objects (in Graphics Editor) 298
watermarks 334
with redline and strikeout 178
Editions
creating 422
definition 422
formatting 424
publishing 422
receiving updated 426
updating 424
Editorial markings 178
Endnote style 120
Endnotes 118
creating 118
deleting 122
editing 119
numbering 120
options 120
viewing 119
Enlarging print 262
Envelopes 161
Environment settings 438
backup 438
displaying overlays 331
key commands on menus 440
screen colors 438
Equation basics 343
Equation Editor 18
opening 344
Equation tools 344
Equations
anchoring 353
creating 348
editing 351
framing 355
inserting 348
moving 353
saving 352
selecting 348
sizing 353
Exiting WordPerfect 62
Exporting documents (Save As) 239
Exporting documents (Save) 238
Extended columns 228
illustration 227
Extended Table bar 34

F

Faster bitmap printing 263
Faster Bitmap Printing (page setup option) 263
File management 237
File menu 21
Filing 237
Fill colors/patterns 301
for graphics objects 301
Filter and sort 203
Filtering, records 200
Filtering with sort feature 200
Find and change 181
Finding
codes 180, 233
documents or folders 253
text 180
First line indent 214
Flip horizontal (page setup option) 263
Flip Vertical (page setup option) 264
Flipping graphics/objects (Graphics Editor) 317
Flush right 217
Folder types, default 435
Folders
copying 249
creating 250
deleting 248
getting information 251
renaming 249
Font bar 33
Font mapping 439, 441
Font menu 25
displaying graphically 439
Font size 211
Font substitution 263, 453

Fonts
bitmapped (printing) 453
choosing 209
setting default (Document Editor) 433
unlimited downloadable 264
Footers
creating 107
deleting 111
discontinuing 109
editing 109
inserting page number in 123
style, changing 110
suppressing 110
viewing 108
Footnotes 112
creating 112
deleting 117
editing 113
numbering 113
positioning 113
spacing 113
styles 115
viewing 112
Foreign languages 377
Form File (merge command) 411
Form files (merge) 404
Format, user dictionary 365
Formatting
characters 209
columns 227
date/time function 79
documents (lesson) 50
lines and paragraphs 213
pages 221
tables 100
text objects (in Graphics Editor) 298
Formatting codes 41, 231
Formatting methods 209
Formulas (in table cells) 101
Forwarding mail 514
Fractional character widths 262
Framing *see* Borders
equations 355
graphics 320
text boxes 132

G

Generating
cross-references 143
indexes 160
lists 149, 154
table of authorities 148
table of contents 85
Get Attributes command 301
Get information about a file or folder 251
Getting started 3
Glossary terms 517
Go to a certain page 172
Go To command 172
Gold keys 172
Grammar applications, third-party 382
Grammar checking 370
help 372
skips some text 372
thresholds 374
writing styles, custom 374
writing styles, predefined 373
Graphic box options 325
Graphic font menu 439
Graphics 277
anchoring (single graphics) 310
arranging objects 312
captioning 321
creating 285
creating overlays 330
creating watermarks 333
cropping 307
deleting 329
drawing 285
drawing beziér curves 288
drawing shapes 285
editing 297
flipping objects 317
framing 320
grouping objects 318
inserting into documents 283
labeling 324
locking/unlocking objects 319
moving 310
renumbering 323
saving 319
selecting 294
sizing graphics 306
sizing objects 308
ungrouping objects 318
Graphics basics 273
Graphics defined 273
Graphics Editor 17, 276
Graphics layers 275
overlays 330
watermarks 333
Graphics settings
anchor type, default 441
customizing 445
displaying figures 441
displaying overlays 441
Get Attributes command 301
grid options 283
Graphics Smoothing (page setup option) 263
Graphics tools
Button Bar 280
tool palette 281
Graphics, types of 274
text objects 287
Grid options (Graphics Editor) 283
default settings 446
Grid snap, turning on or off 282
Grid, snapping to (Graphics Editor) 282
Grouping graphics objects 318
Guide, Apple 10

H

H-Zone 218
Hanging indent 216
Hanging Japanese hyphenation 382
Hard column break 228
Hard page break 77
Hardware and software requirements 4
Header rows in tables 100
Headers
creating 107
deleting 111
discontinuing 109
editing 109
inserting page numbers in 123
style, changing 110
suppressing 110
viewing 108
Headword (Thesaurus) 369
Height, line 219
Help *see* Apple Guide
balloon 8
customer support 11
grammar checker 372
InfoShare service 12
online 8
sources of 7
Hiding *see* Showing/Hiding

Hyphenating words 217
hyphenation zone 218
looking up proper hyphenation 364
Hyphenation
auto-aided or automatic 217
Japanese 382
Japanese, default setting 439
Hyphens
hard 217
non-breaking 217
required 217
soft 217

I

ImageWriter effects 264
Importing, documents 167
Importing documents *see* Opening and Inserting
Indent marker 214
Indenting 215
Index concordance 158
Index numbering style 160
Indexes
creating 156
defining 159
editing 161
generating 160
marking items for 157
Info command 252
Information about document 251
InfoShare service 12
Ignoring rules classes 372
Initial caps, converting to 186
Inline 380
default setting 441
Insert menu 22
Inserting
columns/rows in tables 97
date or time 79
documents (Graphics Editor) 288
existing documents 77
graphics 283
graphics files (Graphics Editor) 283
movies 337
numbers 80
page numbers as cross-references 141
symbols 78
Inserting), page numbers as text 80
Insertion point position 35
Insertion point, wide 440
Installing
conversions 240
WordPerfect 4
International languages 377
International text skipped by grammar checker 372
International WordPerfect offices and distributors 457
Invert Image (page setup option) 264
Italics 211

J

Japanese hyphenation 382
default setting 439
Joining cells in tables 97
Joining columns 229
Justifying *see* Aligning

K

Keeping lines together 224
Keeping text together 224
Kerning 213
Key Caps 79
Key commands 35
creating list of 36
in dialog boxes 40
in menus 440
on menus 36
Keyboard merge 411, 414
Keyboard shortcuts 36
Keyboards
changing definitions 444
copying 387
creating new definitions 444
listing commands 36, 445
resetting 444
KeyG 202
Keys, sorting by 189
Keystrokes
assigning to macros 418
assigning to styles 399
creating listings of keystrokes 36, 445
displaying extra command keys 40
removing from styles 399

L

Labeling
graphics 324
items for list 154
text boxes 136
Landscape page orientation 222, 262
Language markers, deleting 379
Language modules 378
Languages, setting 378
Languages, using international 377
Larger Print Area 264
Layers, graphics
overlay 330
watermark 333
Layout bar 32
Layout menu 23
Leading 219
Left/right indent 215
Lessons 45
drawing graphics 53
editing documents 48
formatting documents 50
printing documents 60
quitting WordPerfect 62
saving documents 59
typing documents 45
Librarian, opening 41
Librarian, using 387
Libraries
and the Librarian 40, 387
creating 388
creating on network 389
resources in 387
License number 21
Line
breaks, Japanese 382
format 213
height 219
numbering 87, 220
spacing 218
Lines, creating 230 *see also* Borders
Lines, numbering 220
Linking styles 397
List bar 34
List types
bulleted 92
key commands 445
Lists
alphabetizing or sorting 192
defining 150
generating 149
Location of files, backup 243
Locking graphics objects 319
Locking information in tables 105
Locking *see* Password protect document
Looking up words
hyphenation (ST Utility) 364

Speller 363
Thesaurus 368
Low memory (troubleshooting) 449
Low-density diskettes, ordering 4
Lowercase, converting text to 186

M

Macro commands 417
Macro Editor 418
commands 418
options 421
Macros 417
and the mouse 418
assigning keystrokes to 418
copying 387
deleting (removing resources) 388
editing 420
pausing 418
reading text 421
recording 417
reference manual use online Help 3
running 419
saving text 421
saving with documents 417
Magnifying view *see* Zooming
Mail
forwarding 514
opening 514
replying to 514
sending with PowerTalk 512
Margin release *see* Back Tab
Margins
adjusting for binding 223
setting 222
Margins, cell (table) 98
Marking
index entries 157
languages 378
lists 152
proposed changes to document 178
references 141
tables of authorities 146
tables of contents 85
targets for cross-referencing 142
Masks *see* Overlays
Math (extended Table bar) 34
Math in tables 101
changing number formats 104
Math in tables, calculating 103
Mechanics, checking (grammar) 370
Media, ordering low-density 4
Memory 5
Power Macintosh 6
Menu bars in dialog boxes 39
Menus 21
in Graphics Editor 277
Merge bar 34
Merge command markers, default setting 440
Merge command markers, showing/hiding 412
Merge commands (list) 410
Merge fields 405
Merging
data and form files 414
data in table 409
database files 410
documents 403
from keyboard 411, 414
printing merges 412, 414
sorting addresses 196
Message (merge command) 411, 412
Message merge command, types 413
Misspelled words 361
Mixed alphabets, search 381
Mouse techniques 37, 171
Move Backward command 314
Move Forward command 314
Move to Back command 314
Move to Front command 314
Movie controller 338
Movie tasks
changing settings 339
inserting 337
playing 337
Moving
equations 353
files 249
folders 249
graphics objects (stacking order) 314
graphics on a page 310
insertion point 171
tables 100
text 175
text boxes in Document Editor 131
Moving through
codes 233
columns 228
documents 171
Help 9
Moving to 172
Multiple documents, merging 414

N

Network installation 5
New documents 77
New folders, creating 250
New page command 77
Newspaper columns 228
illustration 226
Next Record (merge command) 411
No Gaps Between Pages (page setup option) 264
Notes (adding to Help) 10
Num Lock 80
Number format in tables 104
Numbering
graphics 323
lines 220
lines or paragraphs 87
pages 122
text boxes 134
Numbering style
index 160
outline 90
table of contents 84
Numbers, inserting 80
Numeric sort 191

O

Object borders 300
Object fill 301
Object types 274
beziér curves 288
Objects
aligning 312
duplicating 291
flipping 317
grouping 318
locking/unlocking 319
moving (stacking order) 314
replicating 292
rotating 316
selecting 294
ungrouping 318
Objects defined 273
Occurrence of watermarks 335
Online Help 8 *see also* Help, Grammatik 372
Open Latest 170
Opening
Equation Editor 344
Librarian 41
mail with PowerTalk 514

Opening documents 167
from another program 167
non-Macintosh 168
password-protected 171
recently closed 170
stationery 170
Optimizing dictionaries 367
Options
graphics 325
printer 261
text box 137
Orientation, page 262
Original file backup 244
Orphan and widow control 225
Outline style typeface 211
Outlines
creating 86
editing 91
inserting numbers 89
numbering style 90
restarting numbering 91
Outlining 211
Overlays
creating 330
editing 331
removing 331
turning off display 331

P

Page borders 230
Page breaks 77
Page format 221
Page margins 222
Page numbers 122
gathering for index 160
inserting as cross-references 141
inserting current in text 81
placing in headers/footers 123
suppressing 126
turning off 127
turning on 122
with total number of pages 124
Page orientation 262
Page setup 260
binding width 223
font substitution 263
fractional character widths 262
larger print area 264
options 261
paper orientation 221
paper size 221
reducing or enlarging pages 262
Page setup options, choosing 260
Pages, centering text vertically 223
Pages, new 77
Paper orientation 221
Paper sizes 221
Paragraphs
adjusting spacing between 220
borders 230, 231
copying format 177
indenting 214, 215
indenting first line 214
indenting left and right sides 215
numbering 87
selecting 173
Parallel columns 228
illustration 226
Password protecting documents 254
Password-protected documents, opening 171
Pasting
text 78, 176
text or formatting only (paste special) 177
Pattern palette, edit 305
Patterns
fill objects with 301
for object borders 300
Pausing/continuing, macros 418
Pen Color tool 281
Pen size (Graphics Editor) 278
Playing movies 337
Pop-up menus (dialog boxes) 39
Portrait page orientation 222, 262
Position, showing (in document window) 35
Positioning *see* Moving or Kerning
PostScript® variables and procedures 465
Power Macintosh memory 6
PowerTalk 512
forwarding mail 514
opening mail 514
replying to mail 514
sending mail 512
Precision bitmap alignment 264
Preferences
date/time format 435
default folders 435
default font 433
document settings 433
environment 438
file settings 437
Graphics Editor settings 445
keyboard 442
Open dialog box 437
Open Latest menu 437
QuickCorrect 377
Save format 437
showing/hiding bars 434
Preview document before printing 20
Preview window 19
Primary file (form file) 404
Print options 266
Print Preview 19
Print time 268
Printers, choosing 259
Printing 265
enlarging or reducing pages 262
problems 452
selected text 267
troubleshooting 452
unopened documents 268
unprintable zone 223
Problems & what to do
documents 451
general 449
printing 452
Protecting graphics objects (lock) 319
Publish and Subscribe 421
text skipped by grammar checker 372
Publisher
cancelling 425
creating 422
definition 421
opening 423
options 425
Punctuation in Japanese text 382

Q

Quick Sum 103
QuickCorrect 376
defining words 376
Preferences 377
QuickCorrect Dictionary 376
QuickDraw GX printing, print time 268
QuickTime 336 *see also* Movies
Quit (merge command) 411
Quitting WordPerfect 62
Quotes, curly (Smart Quotes) 377

R

Radius, rounded corner (default) 446
Ragged left *see* Aligning text
Ragged right *see* Aligning text
Rearranging items *see* Filtering items
Recording macros 417
Recovering damaged documents 452
Redline
  adding 178
  removing markings 179
  type using 178
Reducing print 262
Referencing *see* Cross-references
Relative size options 212
Remember window location 440
Removing *see* Deleting and Showing/Hiding
  applications from Tools menu 383
  keystrokes from styles 399
  overlays 331
  passwords from documents 256
  redline markings 179
  resources from libraries 388
  strikeout text 179
  styles from text 397
  words from dictionaries 367
Renaming
  documents or folders 249
  resources in libraries or documents 388
Renumbering
  endnotes 120
  footnotes 113
  graphics 323
Repeat count 414
Repeating characters 414
Repeating tasks using macros 417
Replacing
  misspelled words (Speller) 362
  words (Grammatik) 371
  words (Thesaurus) 369
Replicating objects 292
Replying to mail 514
Resetting keyboards 444
Resources
  copying 387
  renaming or removing 388
  types of 387
Return, dormant 439
Ribbons *see* Ruler bars
Rich Text Format (RTF) 240
Rotate dialog box 316
Rotating graphic object 316
Rotation tool 316
Rounded corder radius, default 446
Rounded corner radius, changing 278
Row height in tables 97
Ruler 32
Ruler bars 31
  default display 434
  displaying 32
  hiding 32
Ruler options
  showing guides 440
  snapping to grid 440
Ruler tasks
  hanging indents, creating 214
  margins, changing 214
  tabs, adding or changing 214
Run Macro (merge command) 411
Running macros 419

S

Save As (document command) 239
Save Graphic As command 319
Saving
  Button Bars with documents 30
  copies of documents 239
  documents 238
  documents (lesson) 59
  documents in another location 239
  documents in other format 240
  equations 352
  graphics 319
  settings (Graphics Editor) 445
Screen colors 438
Screens, main 17
Search and replace *see* Find and Change
Search direction 182
  default setting 440
Search options 182
  case 182
  font 182
  match multiple characters 182
  mixed alphabets 182
  size 182
  style 182
  wildcard 182
Searching
  by document/folder names 253
  codes 180
  documents by content 253
  mixed alphabets 381, 441
  text 180
Secondary files (data files) 405
Selecting
  entire documents 173
  graphics 294
  in tables 96
  paragraphs 173
  printers 259
  sentences 173
  text 173
  words 173
Sending mail with PowerTalk 512
Service Gallery (Word Services) 383
Setting
  columns 227
  default folders 435
  default font 433
  fonts 209
  languages 378
  line height 219
  line spacing 218
  Save format 437
  tabs 214
Settings
  date/time format, default 435
  default document 433
  default folders 435
  environment 438
  Graphics Editor 445
  movie 339
  Open dialog box 437
  Open Latest menu 437
Shading, adding 230
Shadow text (font style) 211
Sharing information between documents 421
Showing/Hiding 232
  bars, default 434
  Clipboard 177
  codes 232
  codes, default setting 441
  merge command markers 412
  merge command markers, default setting 440
  paragraph marks 232
  paragraph symbols, default setting 440
  redline and strikeout 178
  ruler bars 32
  Ruler guides 440
  unknown alphabets 441
Size menu 25

Size Object dialog box 309
Size, font 211
Sizing
box but not graphic (Option) 307
equations 353
graphics in Document Editor 306
graphics proportionally (Shift) 307
objects in Graphics Editor 308, 309
text boxes 130
Skewing text (in Graphics Editor) 298
Skipping errors in grammar check 372
Skipping words in Speller 362
Small caps (font style) 211
Smart Quotes (QuickCorrect option) 377
Snap to Grid (Ruler) 440
Software requirements 4
Sort keys 189
Sort order 191
Sorting 187
address files 196
documents 198
groups 194
lists 192
merge records 196
paragraphs (list) 192
redirect output 194
regions 189
selected records (filtering) 200
zones 189
Space between paragraphs 220
Spaces between words/sentences 376
Spacing errors, fixing with QuickCorrect 376
Spacing, line 218
Spell-checking, as you type (QuickCorrect) 376
Speller
looking up words 363
third-party applications 382
using wildcards 363
Spell-checking
documents 361
option in grammar checker 373
Splitting cells in tables 97
ST Utility
creating user dictionaries 365
editing dictionaries 365
look up words (dictionary) 367
looking up word hyphenation 364
looking up words (Thesaurus) 369
Standard keyboard, resetting 444
Starting WordPerfect 7
Stationery
creating 399
New Document stationery 401
opening 170
Statistics, document 252
Status bar 35
default on or off 434
editing display 35
Stretching text (in Graphics Editor) 298
Strikeout
adding markings 179
removing text 179
Style menu 25
Styles 393
applying 395
assigning keystroke 399
basing on other styles 398
copying using Librarian 387
creating 394
editing 395
headers or footers, changing 110
linking 397
removing 397
updating 396
Styles bar 33
Subscriber text skipped by grammar checker 372
Subscribers
cancelling all 427
cancelling current 427
creating 423
definition 422
options 426
Subscribing 423
Subscript characters
changing position 212
changing size 212
removing 212
typing 211
Substituting fonts 263
Subtitles 379
Superscript characters
changing position 212
changing size 212
removing 212
typing 211
Suppressing
headers or footers 110
page numbers 126
watermarks 335
Symbols, inserting 78
Synonyms, looking up 368

T

Table bar 33
extended 34
Table menu 24
Tables 94
adding rows or columns 97
borders 99
converting text to 96
creating 94
deleting 106
DeltaGraph charts and (hint) 95
editing 96
formatting 100
header rows 100
joining cells 97
math in tables 101
merge, using in 409
selecting in 96
splitting cells 97
Tables of authorities
creating 144
defining 145
generating 148
marking citations 146
numbering style 145
Tables of contents
creating 83
defining 83
editing 86
generating 85
marking text 85
numbering style 84
Tabs
adding 214
aligning 214
changing alignment character 214
deleting 214
inserting 214
opening dialog box from Ruler 215
removing 214
setting 214
Tabs dialog box 214
Tall Adjusted (page setup option) 264
Target of cross-reference 142
Templates, stationery 399
Text
aligning 216
centering 216
copying 78
creating subtitles 379
cutting or copying 176
deleting 174

finding 180
moving 175
pasting 78, 176
replacing 181
selecting 173
Text alignment 216
Text boxes 128 *see also* Text objects (Graphics Editor)
adding chapter number 135
anchoring 132
captioning 133
changing numbering 134
creating 129
editing 129
framing 132
labeling 136
moving 131
options 137
shading *see* Text box options
sizing or cropping 130
sizing *see* options
Text color 211
Text file, saving as 240
Text in formatting styles skipped by grammar check 372
Text objects 287
editing 298
Text size 211
Text Smoothing (page setup option) 263
Text styles 211
Thesaurus 368
clearing column 369
looking up words 368
replacing words 369
Thresholds (grammar check) 374
Time
auto update 79
default format 435
inserting 79
Timed backup 243
Tool palette (Graphics Editor) 281
default location 446
Tool palette tools
colors, editing 302
fill color/pattern 301
pattern, editing 305
pen color/pattern 300
rotation 316
Toolbars *see* Button Bars
Tools menu 24
Tools menu, add applications 382
Tools, graphics 277
Transfer (merge command) 412
Transferring files
from DOS or another platform 169
to another platform 240
Translation (subtitles) 379
Troubleshooting 449
Turning graphics object (rotating) 316
Turning on
hyphenation 217
line numbering 220
page numbering 122
widow/orphan control 225
Tutors *see* Apple Guide
Two-byte characters, typing 380
Typeface (font) 209
Typing text 77
in columns 225
in text objects 287
two-byte characters 380

U

Undelete 175
Underline types
continuous 212
double 212
Underlining
spaces 212
tabs 212
text 211
Undo 186
Undoing, deletion 175
Ungrouping graphics objects 318
Unit of measurement
changing 223
default setting 441
Unlimited Downloadable Fonts (page setup option) 264
Unlocking graphics objects 319
Unlocking information in tables 105
Updating styles 396
Uppercase, converting text to 186
USA Library 40
User dictionaries 362
creating 364
names and locations 365
saving files as 240
Using math in tables 101

V

View size *see* Zooming
Viewing
documents (cycling windows) 246
endnotes 119
footnotes 112
headers and footers 108

W

Watermarks
creating 333
discontinuing 335
editing/deleting 334
illustration 332
occurrence of 335
suppressing on current page 335
White space, showing on screen 440
Wide insertion point 440
Widow/orphan control 225
Wildcards, in spell check 363
Window
main 17
preview 19
Window location, remembering 440
Word Count 252
Word Services 382
WordPerfect Guide 10
WordPerfect international offices 457
Words
looking up (Thesaurus) 368
looking up hyphenation 364
looking up spelling 363
misspelled 361
replacing (in grammar check) 371
showing common words list 367
WorldScript (using Inline) 380
Wrap (Japanese hyphenation) 382
Wrap Around search, default setting 440
Wrapping text around graphics 327
Writing styles (grammar check) 370, 373
custom 374
custom, edit 375
predefined 373

Z

Zooming document view 83

WordPerfect
Novell Applications Group

1555 N. Technology Way
Orem, Utah 84057-2399 U.S.A.
Telephone: (801) 225-5000
Fax: (801) 222-5077

UGUSMWP31—9/94
74210—74210—74210

Version 3.1
©Novell, Inc. 1994
All Rights Reserved.
Printed in Ireland.

7 56123 76597 4